

**SECRET**

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## RECORDS MANAGEMENT PROGRAM

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# RECORDS CONTROL SCHEDULE FOR THE

DDS/OFFICE OF PERSONNEL



**SECRET**

16 October 1970

OFFICE OF PERSONNEL MEMORANDUM NO. 1-14-17

SUBJECT : Organization of the Office of Personnel

RESCISSION: OPM 1-14-16 dated 18 March 1970

✓ Jms 28 OCT 1970

The chart in Attachment 1 reflects the current organization of the Office of Personnel. Attachment 2 lists the assignments of key personnel.

Robert S. Wattles  
Director of Personnel

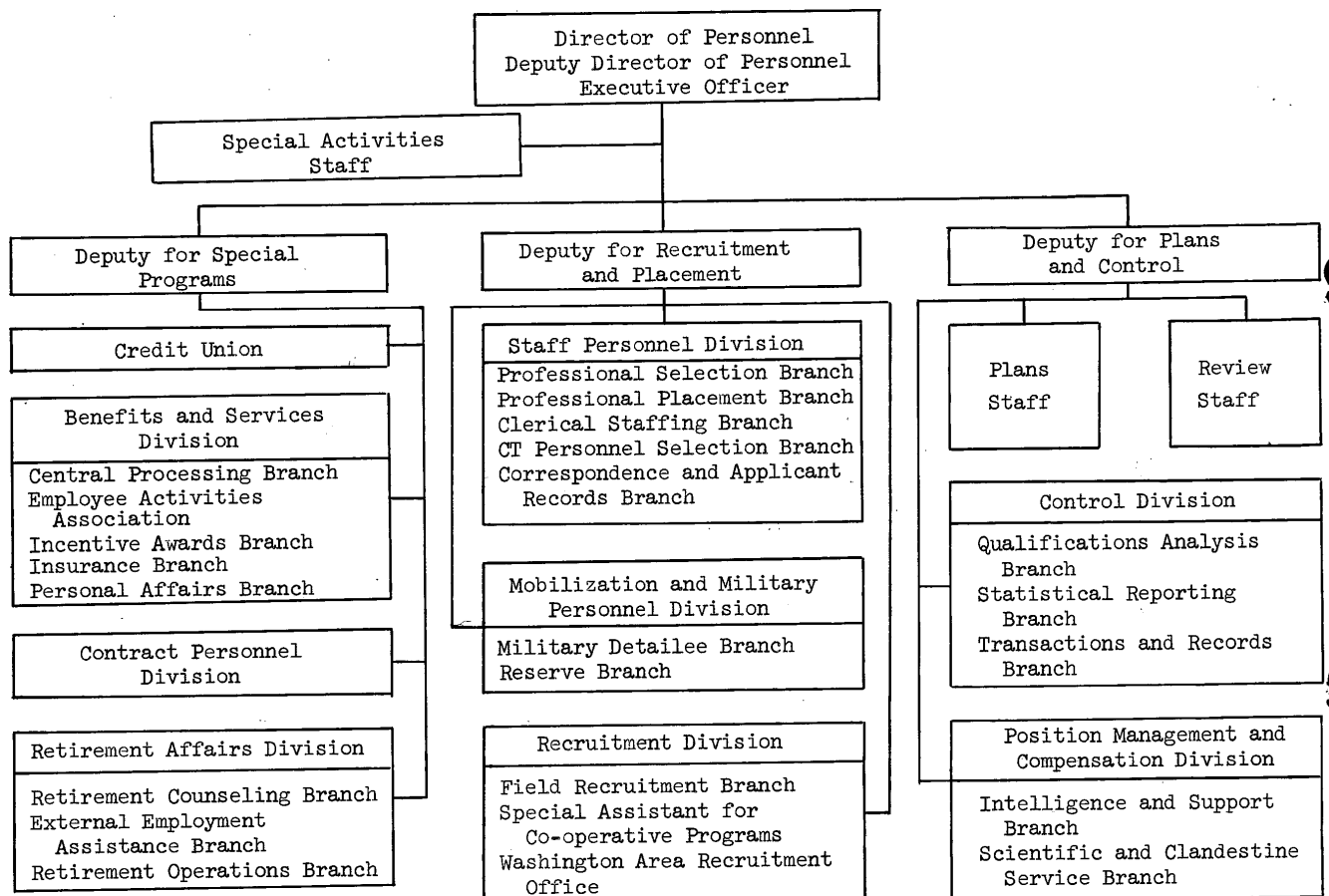
Atts

OPM 15-70

25X

Group 1  
Excluded from Automatic  
Downgrading and  
Declassification

S-E-C-R-E-T



S-E-C-R-E-T

Key Personnel - Office of Personnel

Director of Personnel

Robert S. Wattles

Deputy Director of Personnel  
Executive Officer  
Assistant Executive Officer  
Career Management Officer  
Chief, Special Activities Staff

Deputy for Special Programs

Chief, Benefits and Services Division  
Deputy Chief, Benefits and Services Division  
Chief, Central Processing Branch  
Chief, Incentive Awards Branch  
Chief, Insurance Branch  
Chief, Personal Affairs Branch  
Chief, Contract Personnel Division  
Deputy Chief, Contract Personnel Division  
Chief, Retirement Affairs Division  
Deputy Chief, Retirement Affairs Division  
Chief, Retirement Counseling Branch  
Chief, External Employment Assistance Branch  
Chief, Retirement Operations Branch  
Manager, Credit Union

Deputy for Recruitment and Placement

Chief, Staff Personnel Division  
Chief, Professional Selection Branch  
Chief, Professional Placement Branch  
Chief, Clerical Staffing Branch  
Chief, CTP Selection Branch  
Chief, Correspondence and Applicant  
Records Branch  
Chief, Mobilization and Military Personnel  
Division  
Deputy Chief, Mobilization and Military  
Personnel Division  
Chief, Military Detailee Branch  
Chief, Reserve Branch  
Chief, Recruitment Division  
Deputy Chief, Recruitment Division  
Chief, Field Recruitment Branch  
Special Assistant for Co-operative Programs  
Chief, Washington Area Recruitment Office

25X

X1

1/  
2/

es as Executive Secretary, HMAB.

serves as Executive Secretary to CIA Retirement Board.

Attachment 2

(OPM 1-14-17)

S-E-C-R-E-T

Deputy for Plans and Control

Chief, Plans Staff

Chief, Review Staff

Chief, Control Division

Chief, Qualifications Analysis Branch

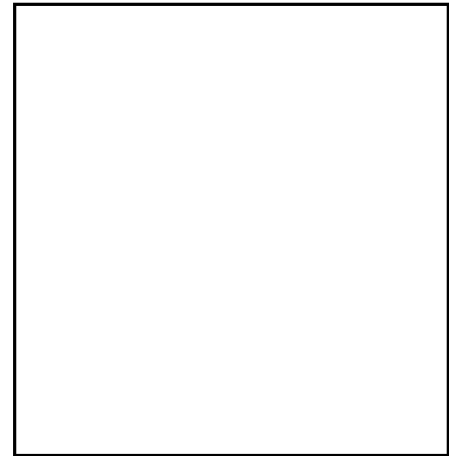
Chief, Statistical Reporting Branch

Chief, Transactions and Records Branch

Chief, Position Management and Compensation  
Division

Chief, Intelligence and Support Branch

Chief, Scientific & Clandestine Services  
Branch



25X

Attachment 2

(OPM 1-14-17)

page 2

OD/Pers

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9

Make copy for  
Helen

13 June 1969

MEMORANDUM FOR THE RECORD

SUBJECT: Justification for the establishment of a ten (10) year  
Retention Period for Item 2 of the Records Control  
Schedule for the Office of the Director of Personnel

X1 [ ] Responsible Officer for the Office of Personnel,  
requested that item 2, Personnel Career Service Board Minutes of  
Meetings, be destroyed when ten (10) years old. He based his  
decision on the fact that the content of these files were not  
worthy of permanent retention.

He said this was also the opinion of Mr. Wattles, the  
Director of Personnel.



25X



SECRET

15 May 1969

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT : Revised Records Control Schedule 40-69 for Office  
of Director of Personnel

RESCINDS : Records Control Schedule 40-64 dtd 16 Sept 64  
Records Control Schedule 40-64 dtd 14 Oct 64

1. Attached hereto is Records Control Schedule 40-69 for the Office of the Director of Personnel. This schedule was rewritten in entirety in order to reflect many changes as follows:

- a. include functions of Executive Staff (old Administrative Staff)
- b. to show transfer of the Public Service Aid Society function to DD/Pers. for Special Programs
- c. to show transfer of the records management function to Control Division
- d. to show transfer of certain reference material no longer being retained in OD/Pers.
- e. to correct disposition instructions for minutes of meetings of the Personnel Career Service Board, chrono files, and budget and expenditure files.

2. Your early approval of this schedule would be appreciated.

25X

RAO/OP

Attachment:  
RCS 40-69 for  
OD/Personnel

APPROVED:

CIA Records Administration Officer

12 June 1969  
Date

OFFICE, DIVISION, BRANCH

Office of the Director of Personnel

SIGNATURE

Robert S. Wattles

TITLE

Director of Personnel

DATE

15 MAY 1969

| ITEM NO. | FILES IDENTIFICATION<br>(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | VOLUME<br>(CUBIC FT.)  | DISPOSITION INSTRUCTIONS                                                                                                                                                                                                                                  |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.       | OFFICE SUBJECT FILES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                        |                                                                                                                                                                                                                                                           |
|          | <p>a. Consists of policy directives, procedural statements, reports documenting the activities of the Office of Personnel and other papers which pertain to the development and execution of the Agency's personnel management program. Also included in this file are special studies, memoranda for the record, IG survey reports, and material dealing with emergency evacuation, cover, ceiling and strength, marriage to aliens, and invitee travel.</p> <p>b. Consists of correspondence and memoranda concerning parking, maintenance, construction, space allocation, equipment, supply and requisitions as well as material related to fund drives, T&amp;A records and other matters of a routine administrative nature.</p> <p>(1966 - )</p> | <p>27.5</p> <p>4.5</p> | <p>Permanent. Screen and destroy valueless papers periodically. Retain remainder in current files area until no longer needed for current reference. Then retire to Records Center.</p> <p>Temporary. Cut off annually. Destroy when three years old.</p> |
| 2.       | PERSONNEL CAREER SERVICE BOARD MINUTES OF MEETINGS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                        |                                                                                                                                                                                                                                                           |
|          | <p>Consists of agenda and minutes of career service board meetings, reports and supporting papers documenting the activities of the Personnel Career Service Board. This Board acts on such matters as promotion recommendations, reassignments, change of service designation, training requests, and QSI recommendations received on SP careerists only.</p> <p>(1968 - )</p>                                                                                                                                                                                                                                                                                                                                                                         | .3                     | Temporary. Forward to Records Center when no longer needed for current reference. Destroy when ten years old.                                                                                                                                             |

| ITEM NO. | FILES IDENTIFICATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | VOLUME | DISPOSITION INSTRUCTIONS                                                                                                                                               |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|          | Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9                                                                                                                                                                                                                                                                                                                                                                                                                                                      |        |                                                                                                                                                                        |
| 3.       | <p>CHRONO FILES</p> <p>These chrono files are extra copies of pertinent outgoing correspondence maintained for convenience of reference.<br/>(1968 - )</p>                                                                                                                                                                                                                                                                                                                                                            | 2.0    | Temporary. Forward to Records Center when at least six months old. Destroy when five years old.                                                                        |
| 4.       | <p>SUPERGRADE RECORDS</p> <p>a. Supergrade Review Board files contain agenda, minutes of meetings and recommendations of the Board along with DCI approval for processing of personnel action. Filed numerically by meeting number. Material is of historical value - Board no longer in existence.<br/>(1955 - 1961)</p> <p>b. Supergrade case files contain approvals and supporting data for all supergrade actions. Filed chronologically. These files are a continuation of "a" above.<br/>(1962 - )</p>         | 1.0    | Permanent. When no longer needed for current reference, transfer to Records Center.                                                                                    |
|          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 3.0    | Permanent. When no longer needed for current reference, transfer to Records Center.                                                                                    |
| 5.       | <p>SP DESIGNEE FILES</p> <p>Consists of case files on employees with SP career service designation as well as individuals assigned to Office of Personnel. These files contain copies of personnel actions, career development plans for the individual, biographic profiles, training requests and records, fitness reports, commendations and special awards, recommendation of SP Career Service Board and miscellaneous correspondence. (Copies of pertinent papers are placed in Official Personnel Folder.)</p> | 7.0    | Temporary. Destroy upon separation of employee or forward to gaining career service.                                                                                   |
| 6.       | <p>BUDGET AND EXPENDITURE FILES</p> <p>a. Contains copies of operating budgets, program calls, narrative and statistical statement of requirements and related work papers used in preparation of Office of Personnel budget, including reports from OP offices.</p>                                                                                                                                                                                                                                                  | 2.0    | Temporary. Maintain material for current year as well as two previous years in immediate work area. At end of fiscal year, destroy material of the oldest fiscal year. |
|          | Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9                                                                                                                                                                                                                                                                                                                                                                                                                                                      |        |                                                                                                                                                                        |

| ITEM NO. | FILES IDENTIFICATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | VOLUME                                                                      | DISPOSITION INSTRUCTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|          | <p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9</p> <p>b. Included in this file are copies of overseas medical claims, recruiter travel orders and vouchers, as well as travel orders and any cancellations concerning invitee travel. Filed by fiscal year and financial analysis number.<br/>(1967 - )</p> <p>c. Machine listings of liquidated and unliquidated obligations.<br/>(1967 - )</p> <p>7. RECRUITER INVENTORY FILE</p> <p>Consists of accountability records for all Agency recruiters. File includes information regarding all items charged to the individual. Filed alphabetically.<br/>(Current)</p> <p>8. SPECIAL INTEREST CARD FILE</p> <p>Consists of 3x5 card file on all individuals applying for Agency employment who are of special interest, i.e., individuals who have been referred to the Agency by Congressmen, White House, or other high Government echelon.</p> <p>9. OFFICIAL PERSONNEL FOLDERS</p> <p>a. On all GS-18 personnel</p> <p>b. On all Office of Personnel division and staff chiefs as well as members of the staff of the Office of the Director of Personnel.</p> <p>c. On employees whose files are being reviewed for various reasons.</p> | <p>5.5</p> <p>1.5</p> <p>.3</p> <p>.3</p> <p>10.0</p> <p>2.0</p> <p>1.0</p> | <p>Temporary. Maintain material for current year as well as two previous years in immediate work area. At end of fiscal year, destroy material of the oldest fiscal year.</p> <p>Temporary. Maintain listings of current year as well as two previous years in immediate work area. At end of fiscal year, destroy material of the oldest fiscal year.</p> <p>Temporary. Destroy upon final clearance and separation of employee.</p> <p>Temporary. Destroy when no longer needed.</p> <p>Temporary. One year after termination of employment forward to OP/File Room for disposition.</p> <p>Temporary. When no longer in category as described, forward to OP/File Room for disposition.</p> <p>Temporary. When no longer needed, return to OP/File Room.</p> |

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| ITEM NO. | FILES IDENTIFICATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | VOLUME                                            | DISPOSITION INSTRUCTIONS                                                                                                                                                                                                                                         |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10.      | EMPLOYEE LOCATOR FILE<br><br>Consists of Forms 642, Personnel Emergency and Locator Record, used as an employee locator on OP personnel only. Card contains employee name, address, telephone, etc. along with pertinent data on emergency addressee. Arranged alpha. (Current)                                                                                                                                                                                                                                                                                                                                                                                                                                             | .2                                                | Temporary. Upon transfer or separation of employee forward to gaining office or CD/SRB as appropriate.                                                                                                                                                           |
| 11.      | TOP SECRET FILE<br><br>a. Top Secret documents.<br><br>b. Consists of cards recording receipt and dispatch of TS material. Filed by TS number.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | .7<br>.1                                          | Temporary. Destroy when obsolete.<br>Temporary. Destroy ten years after document is downgraded, destroyed or sent outside control point.                                                                                                                         |
| 12.      | REFERENCE MATERIAL<br><br>a. Consists of Federal Personnel Manual, Foreign Affairs Manual, Studies in Intelligence and miscellaneous publications from other Federal agencies as well as periodicals, books and other material concerned with personnel management and administration.<br><br>b. Consists of Agency regulatory issuances, OPs, support and OTR bulletins, supply catalogs, and other material maintained for background and reference.<br><br>c. Tables of organization and other machine listings used for reference purposes.<br><br>d. Log books reflecting receipt and dispatch of all mail, including marriage to alien cases. Also included is record of Executive and DD/S Registry control numbers. | 24.2<br><br>3.0<br><br>1.5<br><br>1.3<br><br>98.9 | Temporary. When no longer needed for reference purposes, dispose of as appropriate.<br><br>Temporary. Destroy when revised, obsolete, or no longer needed.<br><br>Temporary. Destroy when obsolete or no longer needed.<br>Temporary. Destroy when one year old. |
|          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                   | <div style="border: 1px solid black; width: 150px; height: 50px; margin: 0 auto;"></div> <div style="display: flex; justify-content: space-between; align-items: center;"> <div>APPROVED</div> <div> <i>12 June 1969</i><br/> Date </div> </div>                 |

SAS

Approved For Release 2005/11/21 : CIA-RDP78-00480R000100030001-9

Approved For Release 2005/11/21 : CIA-RDP78-00480R000100030001-9

10 February 1969

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT : Records Control Schedule 40-69 for Special  
Activities Staff, Office of Personnel

RESCINDS : Records Control Schedule 40-64 dtd 5 Nov 64  
for SAS/OP

1. Attached hereto is a revised Records Control Schedule for the Special Activities Staff, Office of Personnel.

2. This schedule was rewritten in order to make modifications where necessary and to establish definite retention periods for all items. You will note that item 4 is now being held for a period of only five years. Recently, Chief, SAS/OP completed reviewing all case files dating prior to 1963. This amounted to sixteen feet. It was deemed necessary to return only two feet of this material to the Records Center.

3. Early approval of this schedule would be appreciated.

[Redacted Signature Box]

RAO/OP

Attachment:

RCS 40-69 for  
SAS/OP

AT  
APPROVED: [Redacted Signature Box]

CIA Records Administration Officer

20 Feb 1969  
Date

SCHEDULE NO.

ST

CONCURRENCE

OFFICE, DIVISION, BRANCH

Office of Personnel, Special Activities Staff

Chief, SAS/OP

| ITEM NO. | FILES IDENTIFICATION<br>(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | VOLUME<br>(CUBIC FT.) | DISPOSITION INSTRUCTIONS                                                                                                                                                                                                                                          |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.       | <p><b>STAFF SUBJECT FILES</b></p> <p>Consists of correspondence, memoranda, reports, staff studies and copies of policy directives concerning Agency administration of disciplinary and suitability cases, including cases involving adverse effect on employee's status or pay such as separations and early return from overseas tour as well as material on the permissible political activities of Agency employees. Also included in this file is policy material relating to "701" exercise.<br/>(1959 - )</p>                                                                                                                        | 5.5                   | Temporary. Screen periodically and destroy material no longer needed. Retain remainder in immediate work area.                                                                                                                                                    |
| 2.       | <p><b>BOARD AND PANEL FILES</b></p> <p>Consists of official minutes of meetings, agenda, background data, reports and supporting papers documenting the activities and recommended action for each case considered.</p> <p>a. Personnel Evaluation Board (formerly known as Agency Disposition Board). Arranged numerically by meeting number.<br/>(1953 - )</p> <p>b. Applicant Review Panel (formerly the Medical-Security-Personnel Review Panel). Consists of agenda and related material. Filed chronologically.<br/>(1953 - )</p> <p>c. Overseas Candidate Review Panel. Consists of agenda. Filed chronologically.<br/>(1965 - )</p> | .5<br>.8<br>.3        | <p>Permanent. When no longer needed for current reference, retire to Records Center.</p> <p>Temporary. Destroy when no longer needed. Pertinent data recorded on item 6.</p> <p>Temporary. Destroy when no longer needed. Pertinent data recorded on item 5b.</p> |



| ITEM NO. | FILES IDENTIFICATION                                                                                                                                                                                                                                      | VOLUME | DISPOSITION INSTRUCTIONS                                                                                                                                                                                                                                                                                                          |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|          | Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9                                                                                                                                                                                          |        |                                                                                                                                                                                                                                                                                                                                   |
|          | d. Selection Board, Employment Review Board and Special Employment Board. Arranged numerically by meeting number. This material is of historical value - Boards are no longer in existence.<br>(1954 - 1960)                                              |        | Permanent. Retain at Records Center.                                                                                                                                                                                                                                                                                              |
| 3.       | SENSITIVE MATERIAL FILE                                                                                                                                                                                                                                   |        |                                                                                                                                                                                                                                                                                                                                   |
|          | a. Consists of sensitive material on certain Agency personnel maintained in sealed envelopes. This material is retained at direction of the Office of the Director of Central Intelligence and is made available only to certain senior Agency officials. | 9.0    | Temporary. Screen periodically. Upon accumulation of one foot of material no longer needed for current reference transfer to Records Center and hold for ten years. At the end of this time, return to originator for further disposition.                                                                                        |
|          | b. Consists of 3x5 card file used as cross reference. Card contains name of employee only.                                                                                                                                                                | .2     | Temporary. Destroy when no longer needed.                                                                                                                                                                                                                                                                                         |
| 4.       | EMPLOYEE CASE FILES                                                                                                                                                                                                                                       |        |                                                                                                                                                                                                                                                                                                                                   |
|          | a. Consists of case files on problem cases containing correspondence, reports and other papers pertaining to the handling of each case. Filed alphabetically.<br>(1968 - )                                                                                | 11.5   | Temporary. Upon completion of case, forward appropriate papers to OP File Room for inclusion in official personnel folder. Sensitive material will be retained in immediate work area six months and then transferred to Records Center. When five years old the material will be returned to originator for further disposition. |
|          | b. These files are on all employees affected by the 701 exercise of 1962. Filed alphabetically.                                                                                                                                                           | 4.0    | Temporary. Retain in immediate work area until no longer needed for current reference. Then retire to Records Center and hold for five years. At the end of this period return to originator for further disposition.                                                                                                             |
|          | c. Material relating to those individuals who have been deferred or rejected from status as career employees.<br>(1961 - )                                                                                                                                | .5     | Temporary. Destroy when no longer needed.                                                                                                                                                                                                                                                                                         |
|          | Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9                                                                                                                                                                                          |        |                                                                                                                                                                                                                                                                                                                                   |

| ITEM NO. | FILES IDENTIFICATION                                                                                                                                                                                                                                       | VOLUME                                                                                                                                                                                                                                                                                | DISPOSITION INSTRUCTIONS                                           |
|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|
|          | Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                       |                                                                    |
|          | d. Consists of 3x5 cards listing name of employee, type of problem involved, recommended solution, and final action taken. Card also includes job number under which case file has been sent to Records Center. This file serves as cross reference to 4a. | .4                                                                                                                                                                                                                                                                                    | Temporary. Destroy when no longer needed.                          |
| 5.       | OVERSEAS CANDIDATES                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                       |                                                                    |
|          | a. Consists of copies of Form 259a, Request for PCS Overseas Evaluation, on all overseas candidates.<br><br>(Current)                                                                                                                                      | .5                                                                                                                                                                                                                                                                                    | Temporary. Destroy six months after approval or rejection.         |
|          | b. Consists of 3x5 cards on individuals being reviewed by the Overseas Candidate Review Panel. Included on card is pertinent information from other support offices regarding the individual as well as the Panel's recommendation and final disposition.  | .1                                                                                                                                                                                                                                                                                    | Temporary. Destroy when no longer needed.                          |
| 6.       | APPLICANT CARD FILE                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                       |                                                                    |
|          | This 3x5 card file contains name of applicant and summary of background information as well as Panel decision.                                                                                                                                             | .4                                                                                                                                                                                                                                                                                    | Temporary. Destroy when no longer needed.                          |
| 7.       | REFERENCE MATERIAL                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                       |                                                                    |
|          | Consists of Agency regulatory issuances, Federal Personnel Manual, handbooks, certain machine listings, and other material used as reference.                                                                                                              | 2.0                                                                                                                                                                                                                                                                                   | Temporary. Destroy when superseded, obsolete, or no longer needed. |
|          |                                                                                                                                                                                                                                                            | 35.7                                                                                                                                                                                                                                                                                  |                                                                    |
|          |                                                                                                                                                                                                                                                            | APPROVED                                                                                                                                                                                                                                                                              |                                                                    |
|          |                                                                                                                                                                                                                                                            | <div style="border: 1px solid black; width: 200px; height: 100px; margin: 0 auto;"></div> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 5px;"><span>CIA Records Administration Officer</span><span>Date <u>20 Feb 1969</u></span></div> |                                                                    |
|          | Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                       |                                                                    |

PROGRAMS

2 May 1969

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT : Records Control Schedule 40-69 for DD/Pers. for  
Special Programs  
Records Control Schedule 40-69 for C/BSD/OP

RESCINDS : RCS 40-64 for C/BSD/OP  
RCS 40-64 for OD/Pers., Item 6 only

1. Attached hereto are Records Control Schedules 40-69 for the newly established office of the Deputy Director of Personnel for Special Programs as well as the office of the Chief, Benefits and Services Division/Office of Personnel.

2. Please note concurrence by Audit Staff on both of the above.

3. Your early approval is requested.

RAO/OP

Attachments:

RCS 40-69 for DD/Pers. for SP  
RCS 40-69 for C/BSD/OP

APPROVED:

CIA Records Administration Officer

23 May 1969  
Date

RECORDS CONTROL SCHEDULE

SCHEDULE NO.

487A000100300001-9

CONCURRENCE

25

OFFICE, DIVISION, BRANCH

Deputy Director of Personnel for Special Programs

TITLE

DD/Pers. for SP

17 APR 1968

| ITEM NO. | FILES IDENTIFICATION<br>(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | VOLUME<br>(CUBIC FT.)               | DISPOSITION INSTRUCTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.       | CREDIT UNION BOARD OF DIRECTORS MINUTES<br><br>Consists of official minutes of meetings of Credit Union Board of Directors which are held monthly. Also included in file are minutes of annual meeting held each January.<br>(1961 - )                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 2.0                                 | Permanent. Material older than two years will be transferred to Records Center upon accumulation of one foot.                                                                                                                                                                                                                                                                                                                                                     |
| 2.       | PUBLIC SERVICE AID SOCIETY<br><br>a. Consists of Articles of Incorporation, By-Laws, policy directives, special studies and reports, and publicity items accumulated in the establishment and administration of the Public Service Aid Society. Also included in this file are minutes of meetings.<br><br>b. Financial records connected with the Public Service Aid Society. (Fund-raising material - see Item 7b, OC/BSD)<br><br>c. Case files contain Form A-1, PSAS Request for Assistance, correspondence pertaining to the handling of the request, including the final disposition of the case.<br><br>d. 3x5 card file containing pertinent information regarding individuals applying for assistance from the Public Service Aid Society. Card contains name, grade, office of assignment, nature of request, etc. | 1.0<br><br>1.0<br><br>3.5<br><br>.1 | Permanent. Screen periodically and destroy valueless papers. Retain in immediate work area until no longer needed for current reference; then retire to Records Center.<br><br>Temporary. Cut off annually. Retire to Records Center after audit and clearance. Destroy when ten years old.<br><br>Temporary. When case is closed, transfer to inactive file. Retain in office area. Destroy when ten years old.<br><br>Temporary. Destroy when no longer needed. |



ESD

RECORDS CONTROL SCHEDULE

SCHEDULE NO.

~~487A000100300001-9~~

OFFICE, DIVISION, BRANCH

Office of Personnel, Office of Chief, Benefits & Services  
Division

R 1969

**Chief, BSD/OP**

| ITEM NO. | FILES IDENTIFICATION<br>(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | VOLUME<br>(CUBIC FT.)                          | DISPOSITION INSTRUCTIONS                                                                                                                                                                                                                            |
|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.       | <b>DIVISION SUBJECT FILES</b><br><br>a. Consists of correspondence and reports as well as policy papers and procedures dealing with life and health insurance programs and certain incidental insurance coverages for Agency personnel, including master insurance policies. Also included are policy and procedure materials for missing person cases and special fund raising campaigns such as the JFK Library as well as matters relating to the Employee Activity Association. Filed alphabetically by subject.<br><br>b. Consists of routine administrative matters such as requests for administrative services, training requests, dispatch and general chrono files.<br><br>(1962 - ) | 4.8<br><br><br><br><br><br><br><br><br><br>4.0 | Permanent. Screen periodically. Retain material in immediate work area until no longer needed for current reference; then retire to Records Center.<br><br><br><br><br><br><br><br><br><br>Temporary. Cut off annually. Destroy when two years old. |
| 2.       | <b>SPECIAL CASE FILES</b><br><br>Consists of correspondence and miscellaneous material involving claims and other matters of a sensitive nature which are handled by Chief, BSD.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | .5                                             | Temporary. Upon completion of case, place in inactive file and hold in immediate work area until no longer needed; then destroy.                                                                                                                    |
| 3.       | <b>MISSING PERSONS FILE</b><br><br>Consists of press clippings, allotment files and case files on Agency personnel presently categorized as "missing."                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 5.3                                            | Temporary. Retain in immediate work area until no longer needed; then destroy.                                                                                                                                                                      |
| 4.       | <b>DEATH AND DISABILITY STANDARDS - PROPRIETARY</b><br><br>Consists of background material and information on the development and implementation of                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 1.5                                            | Temporary. Destroy material no longer needed.                                                                                                                                                                                                       |

Approved For Release 2005/11/21 : CIA-RDP78-00467A000100300001-9



| ITEM NO. | FILES IDENTIFICATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | VOLUME                                              | DISPOSITION INSTRUCTIONS                                                                                                                                                                                                                                                                                                                           |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5.       | <p>death and disability standards and casualty planning for Agency personnel engaged in hazardous or sensitive undertakings. Files maintained in three separate areas: Casualty Planning, Casualty Annexes, and Insurance Proprietary.</p> <p><b>EMPLOYEE ACTIVITY ASSOCIATION FILES</b></p> <p>a. Consists of separate files maintained on all club and other activities as well as correspondence with all companies from whom merchandise is purchased for sale in the EAA store. Also included in this file are trophy presentations, exhibits, material relating to the physical fitness room, cover relating to members of the Association and newsletters and notices published regarding EAA activities.</p> <p>b. Consists of financial records dealing with transactions undertaken by the EAA such as sale of tickets to sporting events, theater, etc. Included in this file are monthly vouchers and balance sheets, ticket receipts as well as cancelled checks, ledgers, and audit reports.</p> <p>c. 5x8 card file, Membership Application, for every member of Association. Retained alpha by month.</p> <p>d. Wheelindex file on all members of Association includes name of employee and date that membership expires.</p> <p>e. Inventory Control, 5x8 card, used to maintain stock level of all items sold at EAA store.</p> | <p>8.0</p> <p>6.0</p> <p>.8</p> <p>.1</p> <p>.1</p> | <p>Temporary. Screen periodically. Destroy material no longer needed.</p> <p>Temporary. Destroy upon completion of audit.</p> <p>Temporary. Destroy upon completion of audit if membership has expired.</p> <p>Temporary. Destroy when membership expires.</p> <p>Temporary. Destroy when replaced by new card provided card has been audited.</p> |
| 6.       | <p><b>PUBLIC SERVICE AWARDS FILE</b></p> <p>Consists of correspondence and background material concerning nominations for public service</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <p>2.0</p>                                          | <p>Temporary. Screen periodically. Destroy material no longer needed for future reference.</p>                                                                                                                                                                                                                                                     |

| ITEM NO.                                                         | FILES IDENTIFICATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | VOLUME                 | DISPOSITION INSTRUCTIONS                                                                                                                                                                                          |
|------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                  | Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                        |                                                                                                                                                                                                                   |
| 7.                                                               | <p>awards. Nominations are submitted by Director of Central Intelligence to non-Government organizations which sponsor programs to award individuals for outstanding public service.</p> <p>FUND-RAISING CAMPAIGN MATERIAL</p> <p>a. General correspondence, reports, and background information with regard to fund-raising campaigns.</p> <p>b. Consists of financial records used to control collections of monies for fund-raising campaigns, primarily the Combined Federal Campaign, Public Service Aid Society, and Educational Aid Fund. Included are pledge cards, receipts, designation slips, journals and ledgers.</p> | <p>1.5</p> <p>11.4</p> | <p>Temporary. Screen periodically. Destroy material no longer needed for reference purposes.</p> <p>Temporary. Destroy upon completion of audit.</p>                                                              |
| 8.                                                               | <p>REFERENCE MATERIAL</p> <p>Consists of Federal Personnel Manual, certain machine listings, Agency regulatory issuances, guides, and other material used for reference.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 13.3                   | Temporary. Destroy when superseded, obsolete, or no longer needed.                                                                                                                                                |
|                                                                  | <p>CONCUR IN DISPOSITION INSTRUCTIONS - ITEMS 5b, 5c, 5e and 7b</p> <p><i>for</i> <span style="border: 1px solid black; display: inline-block; width: 150px; height: 20px; vertical-align: middle;"></span></p> <p><b>**CHIEF, AUDIT STAFF</b></p> <p><b>**Concurred on basis that records will be retained until after exceptions taken on audit have been cleared. Concurrence is not intended to cover any administrative or legal requirements that may exist with respect to retention of records.</b></p>                                                                                                                    | 59.3                   | <p>APPROVED: <span style="border: 1px solid black; display: inline-block; width: 150px; height: 40px; vertical-align: middle;"></span></p> <p>CIA Records Administration Officer</p> <p>Date <i>21 May/96</i></p> |
| Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                        |                                                                                                                                                                                                                   |

SECRET

9 May 1969

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT : Revised Records Control Schedule 40-69 for  
OP/BSD/Personal Affairs Branch

RESCINDS : Records Control Schedule 40-64 dtd 24 Mar 64

1. Attached hereto is Records Control Schedule 40-69 for  
OP/BSD/Personal Affairs Branch.

2. This schedule was rewritten in order to reflect definite  
disposition instructions for all items and to change the disposi-  
tion instruction for item 2a, Death case files. Pertinent data  
will now be forwarded for inclusion in the employee's Official  
Personnel Folder upon settlement of case.

3. Your early approval would be appreciated.

25X

RAO/OP

Attachment:

RCS 40-69 for  
OP/BSD/PAB

X1

APPROVED:

CIA Records Administration Officer

*21 May 1969*  
Date

17 May 1973 - called Federal Employees  
Compensation

Jim Jones 382-1284 to inquire  
about employee compensation cases.

(in 1968 [ ] contacted Labor BEC  
to discuss retention periods for  
compensation case files. at that time  
there was no retention period established)

On 17 May 1973 - Mr. Jones said that  
Employee compensation cases are being  
retained permanently but that GSA and  
BEC have been studying these files  
for several years with the intention  
of establishing a definite retention  
period for these files.

Currently Fed Empl Comp maintains  
all cases for five years before  
retiring to the Fed Records Center.  
Those cases having "no time lost" from  
work after injury are microfilmed at  
the end of five years - the files  
destroyed, and a copy of the microfilm  
sent to the Records Center with a  
copy of the film retained for reference  
within the office.

All other cases are retired, as is,  
after 5 years. Except CIA cases which  
are returned to the Agency in 3 years.  
Our O/Personnel retires those case files  
to the our Records Center.

FEC maintains a master index on (1916-66)  
microfilm. As of now/<sup>1916</sup>up thru 1966 ~~is~~  
is on film. From Jul 1966 index is on  
3x5 cards but FEC hopes shortly to film  
up thru 1972.

RECORDS CONTROL Release 2005/11/21 : CIA-RDP78-00487A000100300001-9

SCHEDULE NO.

CONCURRENCE

OFFICE, DIVISION, BRANCH

Office of Personnel, BSD/Personal Affairs Branch

SIG

TITLE

DATE

Chief, PAB/BSO/OP

8 May 1969

ST

| ITEM NO. | FILES IDENTIFICATION<br>(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)                                                                                                                                                                                                                                                                                                                                                                                                                                                | VOLUME<br>(CUBIC FT.) | DISPOSITION INSTRUCTIONS                                                                                                                                                                                                                                                                                                                                                                                                     |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.       | BRANCH SUBJECT FILES <p>a. Consists of correspondence as well as policy and procedures dealing with Federal Employee Compensation Act, Federal Employees Group Life Insurance, employee and dependent overseas hospitalization program, and welfare assistance.</p> <p>b. Consists of routine administrative-type files such as requests for advanced sick leave, blood donations, vouchered payroll receipts, savings bond material as well as chrono files.</p>                                                             | 5.0<br><br>3.0        | Temporary. Screen periodically and destroy material no longer needed for current reference.<br><br>Temporary. Cut off annually. Destroy when two years old.                                                                                                                                                                                                                                                                  |
| 2.       | CASUALTY FILES <p>a. Consists of death case files containing papers which document the processing of claims for the estate or beneficiary or deceased employees. Types of documents included are copies of Certificate of Death, Application for Death Benefits, Form 901, Report of Death, and other related correspondence. Filed alpha.<br/>(1967 - )</p> <p>b. Employee Emergency File consists of Form 901a and other material, including follow-up information, relating to Agency employees. Filed alphabetically.</p> | 1.5<br><br>1.0        | Temporary. Death case files dating prior to 1967 should remain at Records Center and be destroyed when sixty years old. Files relating to death cases after 1966 will be screened and duplicate or valueless papers destroyed upon final settlement. Pertinent documents will be forwarded to OP File Room for inclusion in Official Personnel Folder.<br><br>Temporary. Screen periodically. Destroy when no longer needed. |
| 3.       | COMPENSATION AND CLAIMS FILES <p>a. Consists of case files maintained on employees and their dependents who have filed</p>                                                                                                                                                                                                                                                                                                                                                                                                    | 15.3                  | Temporary. Upon completion of case place in inactive file. Hold a minimum of six months                                                                                                                                                                                                                                                                                                                                      |

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| ITEM NO. | FILES IDENTIFICATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | VOLUME                                             | DISPOSITION INSTRUCTIONS                                                                                                                                                                                                                                                                                                                                                                 |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|          | <p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9</p> <p>claims for compensation. File contains bills and receipts as well as reports and correspondence which document each claim and are used by the Branch to process claims. Filed alphabetically. (1968 - )</p> <p>b. These files consists of BEC claims held at the Dept. of Labor. Cases generally cover claims for compensation or medical treatment of Agency employees which may have a security implication. Cases handled through this channel are assigned to C/PAB on a sensitive basis. File may contain information not found in Agency compensation claim file.</p> <p>c. Consists of correspondence in connection with overseas hospitalization claims which are returned to employee for processing with Dept. of State. Also included are claims referred directly to IB/BSO/OP.</p> <p>d. Material received relating to possible medical claims.</p> |                                                    | <p>and retire to Records Center. Destroy sixty years after deposit.</p> <p>Temporary. From time to time files will be sent to Agency for forwarding to Records Center. Material will be held at Records Center for sixty years and returned through PAB to Records Custodian, BEC, Dept. of Labor, for destruction.</p>                                                                  |
| 4.       | REPORT OF SEPARATION FILE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                    |                                                                                                                                                                                                                                                                                                                                                                                          |
|          | <p>a. Consists of Form 971a, Report of Separation Work Sheet, used to record information on all staff employee resignees. (1966 - )</p> <p>b. Consists of work sheets completed on GS-12 and above. (1966 - )</p> <p>c. Monthly GS-12 and above reports forwarded to DCI.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <p>.8</p> <p>.5</p> <p>2.5</p> <p>.5</p> <p>.8</p> | <p>Temporary. Destroy when two years old.</p> <p>Temporary. Destroy when one year old.</p> <p>Temporary. Cut off annually. Hold in office two years and retire to Records Center. Destroy when five years old.</p> <p>Temporary. Cut off annually. Hold in office two years and retire to Records Center. Destroy when five years old.</p> <p>Temporary. Destroy when ten years old.</p> |
|          | Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                    |                                                                                                                                                                                                                                                                                                                                                                                          |

| ITEM NO. | FILES IDENTIFICATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | VOLUME                                   | DISPOSITION INSTRUCTIONS                                                                                                                                                                                                                  |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5.       | <p>NOTICE OF INJURY OR ILLNESS FILE - CA-1</p> <p>Consists of copies of Form CA-1 or CA-1 dis-<br/>patches. This form is completed by individual as<br/>a record of injury or illness and contains in-<br/>formation such as date of injury or illness, cir-<br/>cumstances and nature of incident. Filed alpha.<br/>(1967 - )</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 1.5                                      | Temporary. Cut off annually. Upon accumula-<br>tion of one foot retire to Records Center.<br>Hold for sixty years and destroy.                                                                                                            |
| 6.       | <p>COUNSELING FILE</p> <p>Consists of Form 1711, Personnel Interview<br/>Record, which is prepared to record employee<br/>problems such as job dissatisfaction, financial<br/>difficulties, marital problems and grievances as<br/>well as advice given and action taken. Filed<br/>alphabetically.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 2.2                                      | Temporary. When action completed, place in<br>inactive file. Destroy when five years old.                                                                                                                                                 |
| 7.       | <p>CARD FILE</p> <p>a. 3x5 card used to record receipt and dis-<br/>patch of correspondence on individuals relating<br/>to claims, group life insurance, unpaid salary<br/>compensation, advanced sick leave, etc.</p> <p>b. 3x5 card file showing dates of blood<br/>donation and includes blood type in instances<br/>where the employee has a rare type blood. File<br/>used in filling special requests and indicates<br/>frequency of donation by individual.</p> <p>c. 3x5 card (form 2782, Exit Processing<br/>Control) on all resignees, military leave cases,<br/>and individuals going on LWOP. Card used as<br/>reference on status of each case. Filed alpha.</p> <p>d. 3x5 card on FEGLI waivers. Card contains<br/>employee's name, date of birth, and date insurance<br/>was waived.</p> | <p>2.0</p> <p>.6</p> <p>.4</p> <p>.1</p> | <p>Temporary. Destroy card when no longer needed<br/>for future reference.</p> <p>Temporary. Destroy upon resignation of<br/>employee.</p> <p>Temporary. Destroy when two years old.</p> <p>Temporary. Destroy when no longer needed.</p> |

| ITEM NO.                                                         | FILES IDENTIFICATION                                                                                                                                                                                                                                                                                                                         | VOLUME | DISPOSITION INSTRUCTIONS                                              |
|------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-----------------------------------------------------------------------|
| Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9 |                                                                                                                                                                                                                                                                                                                                              |        |                                                                       |
| 8.                                                               | <b>PERSONAL PAPERS FILE</b><br><br>Consists of data and records of a personal and financial nature belonging to Agency employees who are presently serving overseas.                                                                                                                                                                         | 2.0    | Temporary. Return to employee upon his transfer to Headquarters area. |
| 9.                                                               | <b>OFFICIAL PERSONNEL FOLDERS</b><br><br>Consists of folders on employees who are receiving assistance from PAB.                                                                                                                                                                                                                             | .8     | Temporary. Return to File Room when action is completed.              |
| 10.                                                              | <b>REFERENCE MATERIAL</b><br><br>Consists of copies of BEC decisions, regulatory issuances, machine listings, and other material used for reference purposes.                                                                                                                                                                                | 8.0    | Temporary. Destroy when superseded, obsolete, or no longer needed.    |
|                                                                  | <div style="border: 1px solid black; width: 200px; height: 60px; margin: 20px auto;"></div> <div style="display: flex; justify-content: space-between; align-items: center;"> <div> <b>APPROVED</b><br/><br/>           CIA Records Administration Officer         </div> <div> <i>21 May 1969</i><br/>           Date         </div> </div> | 48.5   |                                                                       |



9 April 1969

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT : Revised Records Control Schedule 40-69 for  
OP/BSD, Insurance Branch

RESCINDS : Records Control Schedule 40-64 dtd 1 Sept 64  
also Item 4 revised 26 Oct 67

1. Attached hereto is Records Control Schedule 40-69 for  
OP/BSD, Insurance Branch. Items have been updated and modifica-  
tions made where necessary.

2. It is requested that this schedule be substituted for  
the one presently in effect.

RAO/OP

Attachment:  
RCS 40-69 for  
OP/BSD/IB

AT  
APPROVED:

CIA Records Administration Officer

21 May 1969  
Date

\* GSA. NARS. Special authorization received June 23, 1970  
for disposal of discontinued Insurance Claims files.  
Personnel notified June 30. 30 June 1970  
AD

RECORDS CONTROL SCHEDULE

SCHEDULE NO.

40-69  
87A000100300001-9

CONCURRENCE

OFFICE, DIVISION, BRANCH

Office of Personnel, BSD/Insurance Branch

SI

TITLE

Chief, IB/BSO/OP

| ITEM NO. | FILES IDENTIFICATION<br>(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)                                                                                                                                                                                                                                                                                                                       | VOLUME<br>(CUBIC FT.)      | DISPOSITION INSTRUCTIONS                                                                                                                                                                                                                                                         |
|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.       | <b>BRANCH SUBJECT FILES</b><br><br>a. Consists of master contracts and related material, correspondence, and reports accumulated in the administration of a wide range of Agency-sponsored programs of insurance.<br><br>b. Consists of program calls, dispatch chrono files, requests for administrative services and other matters of a routine nature.                                            | 5.0<br><br><br><br><br>1.5 | Temporary. Screen periodically. Destroy material no longer needed. Retain remainder in current files area.<br><br><br><br><br>Temporary. Cut off annually. Hold two years and destroy.                                                                                           |
| 2.       | <b>GEHA FILE</b><br><br>Consists of official minutes, agenda, reports and similar material related to meetings of the Board of Directors for the Government Employees Health Association, Inc. File also contains Charter and By-Laws. Filed chrono.<br>(1952 - )                                                                                                                                    | 1.5                        | Permanent. When no longer needed for current reference retire to Records Center.                                                                                                                                                                                                 |
| 3.       | <b>DEATH BENEFITS AND CLAIMS FILE</b><br><br>Consists of acknowledgments of payment as result of claims for deceased employees and dependents. Filed chrono.                                                                                                                                                                                                                                         | .1                         | Temporary. Disposal not authorized. Retain in immediate work area.                                                                                                                                                                                                               |
| 4.       | <b>INSURANCE PROGRAM - MASTER FILE</b><br><br>a. Consists of original application, enrollment cards, carrier copies of SF 2809, and copies of certificates of insurance prepared for employees who are members of any of the insurance programs except Air Trip and Military Air Trip in which the Agency participates (see item 5). Employing office copies of SF 2809, Health Benefit Registration | * 458.2                    | Temporary. If employee retires hold material in immediate work area until death of last annuitant. If employee separates from the Agency, place in inactive file and after completion of audit of current calendar year transfer to Records Center. Hold four years and destroy. |

| ITEM NO. | FILES IDENTIFICATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | VOLUME | DISPOSITION INSTRUCTIONS                                                                                                                                                                                         |
|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|          | <p>form, are in the official personnel folders. Filed alphabetically.</p> <p>b. Correspondence incident to insurance claims, records of settlement, and other material documenting the activity of the policyholder. Filed alphabetically.<br/>(1967 - )</p>                                                                                                                                                                                                                                   |        | <p>Temporary. Destroy five years after settlement of claim. After settlement hold in immediate work area until end of following calendar year. Then transfer to Records Center. Hold four years and destroy.</p> |
| 5.       | <p>AIR FLIGHT FILE</p> <p>Consists of Aviation Ticket Accident policies issued by GEHA for Air Trip and Military Air Trip policies underwritten by Mutual Benefit Health and Accident Association for employee coverage during air flight. Filed by certificate number by year.<br/>(1968 - )</p>                                                                                                                                                                                              | 1.0    | <p>Temporary. Cut off annually. Upon completion of audit, transfer to Records Center. Hold for three years and destroy.</p>                                                                                      |
| 6.       | <p>INSURANCE CERTIFICATE NUMBER REGISTERS</p> <p>Consists of individual registers for each plan of insurance used to assign certificate numbers to participating members of the various insurance programs. Registers contain name of employee, number assigned in numerical order, effective date, and amount of premium. Certificate numbers are used in dealing with underwriters in lieu of names.</p>                                                                                     | .8     | <p>Temporary. Destroy when no longer needed.</p>                                                                                                                                                                 |
| 7.       | <p>PREMIUM COLLECTION AND DISBURSEMENT FILES</p> <p>Consists of vouchers and other supporting papers prepared to reflect a complete accounting of all funds collected and disbursed by Branch except claims paid for health insurance. Types of vouchers include those prepared for daily cash collections from the cashier, machine listings reflecting total payroll deductions, payments to the underwriters and other miscellaneous expenditures. Filed chronologically.<br/>(1968 - )</p> | 6.0    | <p>Temporary. Cut off annually. Upon completion of audit, transfer to Records Center. Hold four years and destroy. Destroy machine listings when one year old.</p>                                               |

| ITEM NO. | FILES IDENTIFICATION                                                                                                                                                                                                                                                                                                                                                                                                                      | VOLUME | DISPOSITION INSTRUCTIONS                                                                                                          |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-----------------------------------------------------------------------------------------------------------------------------------|
| 8.       | <b>INVESTMENT FILE</b><br><p>This file contains passbooks, deposits and correspondence relating to accounts. These accounts are established as a result of the annual return of premiums from underwriters for UELIC, Contract Life, and the various travel plans. Also, GEHA funds. Policy and operating papers of GEHA Investment Committee are in office of DD/Personnel for Special Programs.</p>                                     | 1.0    | Temporary. Destroy when no longer needed.                                                                                         |
| 9.       | <b>PREMIUM POSTING CARD FILES</b><br><p>Consists of premium posting cards for each subscriber insured under Income Replacement and/or Flight and Accident Plan. The cards are used to record all insurance premium payments received and all payments paid to Underwriters for these plans. Card contains name, account number, class, type of plan, effective date of coverage, certificate number, etc. Arranged by account number.</p> | .2     | Temporary. Upon cancellation of account, transfer to item 4a.                                                                     |
| 10.      | <b>NAME CARD FILE</b><br><p>Consists of wheeldex cards which contain name and account number for each person participating in one or more insurance programs. Filed alphabetically.</p>                                                                                                                                                                                                                                                   | 1.4    | Temporary. Destroy when no longer needed for reference purposes.                                                                  |
| 11.      | <b>CLAIMS REIMBURSEMENT FILE</b><br><p>Consists of copies of letters returned from Mutual Benefit Health and Accident Association reflecting the reimbursement made by them on claims paid by the branch. These letters contain policy number, IB voucher number, and amount of reimbursement.</p> <p>(1960 - )</p>                                                                                                                       | 1.0    | Temporary. Cut off end of each year. Destroy one year after audit.                                                                |
| 12.      | <b>BANK STATEMENT FILE</b><br><p>Consists of bank statements and cancelled checks returned from bank reflecting deposits and expenditures of funds. Cancelled checks</p>                                                                                                                                                                                                                                                                  | .4     | Temporary. Cut off annually. Upon completion of audit and clearance, transfer to Records Center. Hold for four years and destroy. |

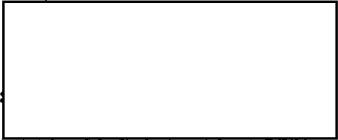
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| ITEM NO.                                                         | FILES IDENTIFICATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | VOLUME | DISPOSITION INSTRUCTIONS                                                                                                                                                  |
|------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |        |                                                                                                                                                                           |
| 13.                                                              | <p>represent receipt for payment of claims, premium payments to underwriters, etc. Chronologically.<br/>(1968 - )</p> <p><b>JOURNALS AND LEDGER FILES</b></p> <p>Consists of journals, general ledger, and balance sheets maintained as accounting records for the receipt and disbursement of funds for the insurance program. General ledger contains debit and credit entries taken from journals. Journals consists of daily entries of money disbursed on claims, all collections and expenditures such as daily cash collections, payment to underwriter, reimbursement from underwriter, refunds, adjustments, payroll deductions, etc.<br/>(1968 - )</p> | 1.0    | <p>Temporary. Cut off annually. Upon completion of audit, transfer to Records Center. Hold for eight years and destroy. Balance sheets will be destroyed after audit.</p> |
| 14.                                                              | <p><b>ISSUANCE RECORD - HOSPITALIZATION CARD</b></p> <p>Consists of exchanged hospitalization identification cards. Filed alphabetically.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 1.0    | <p>Temporary. Destroy when folder is marked.</p>                                                                                                                          |
| 15.                                                              | <p><b>INSURANCE PREMIUM DEDUCTION NOTICE FILE</b></p> <p>Consists of retained copies of form letters authorizing payroll deductions for insurance premium payments. Original copies of these letters are forwarded to Office of Finance to have premiums deducted from salary of employee. The name and amount of deduction is included in a machine listing. Filed chrono.</p>                                                                                                                                                                                                                                                                                  | .1     | <p>Temporary. Destroy form letter upon verification that payroll deduction has been made.</p>                                                                             |
| 16.                                                              | <p><b>ITEM PAYMENT CARDS</b></p> <p>These cards are used for individuals presently on overseas assignment who do not have payroll deductions and forward payments by dispatch.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | .1     | <p>Temporary. Forward to employee upon return to Headquarters.</p>                                                                                                        |
| Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |        |                                                                                                                                                                           |

| ITEM NO. | FILES IDENTIFICATION                                                                                                                                                                                                                                                                                                                                                                                                                                          | VOLUME | DISPOSITION INSTRUCTIONS                                                                                                           |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|------------------------------------------------------------------------------------------------------------------------------------|
| 17.      | <p>ABSTRACT SLIPS</p> <p>These 3x5 slips contain name of employee, account number, and subject of dispatch. Filed chronologically.</p>                                                                                                                                                                                                                                                                                                                        | .1     | Temporary. Hold six months and destroy.                                                                                            |
| 18.      | <p>TRIAL BALANCE BOOKS</p> <p>Trial balance books are prepared and furnished on a monthly basis by OCS. Each book contains a listing by account number of all active policyholders (UBLIC, WAEPA, Contract Life) and reflect the premium payments for the month as well as their current premium payment status. Books also reflect cancelled policies with refunds due. Totals are balanced against the accounts in the general ledger.</p> <p>(1968 - )</p> | 1.0    | Temporary. Cut off annually. When no longer needed for current reference, transfer to Records Center. Destroy when five years old. |
| 19.      | <p>TRUE - PSEUDO IDENTITY FILE</p> <p>These 3x5 cards are used in checking identities on claims and dispatches.</p>                                                                                                                                                                                                                                                                                                                                           | .2     | Temporary. Destroy when no longer needed.                                                                                          |
| 20.      | <p>EOD LISTS</p> <p>This file consists of lists of EODs furnished weekly by EAB and IAS. Used for reference should employee deny knowledge of SF 2809.</p> <p>(1960 - )</p>                                                                                                                                                                                                                                                                                   | 1.0    | Temporary. Destroy when no longer needed for current reference.                                                                    |
| 21.      | <p>UNCOLLECTED FUNDS FILE</p> <p>Consists of 3x5 cards prepared on employees whose checks were not acceptable by bank. Card contains name of employee, date of check, amount, reason for non-payment, etc. Filed alpha. by name.</p>                                                                                                                                                                                                                          | .1     | Temporary. Destroy card upon disposition of case.                                                                                  |

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9

| ITEM NO.                                                                                                                            | FILES IDENTIFICATION                                                                                                                                                                                             | VOLUME                     | DISPOSITION INSTRUCTIONS                                        |
|-------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|-----------------------------------------------------------------|
| 22.                                                                                                                                 | LOG BOOKS<br><br>Maintained on receipt and dispatch of dispatches as well as checks and cash received by mail.                                                                                                   | .5                         | Temporary. Destroy one year after audit and clearance.          |
| 23.                                                                                                                                 | REFERENCE MATERIAL<br><br>Consists of Agency regulatory issuances, Cyclopedia of Insurance, Medical Dictionary, listings of approved hospitals, machine listings and other material used for reference purposes. | 5.6                        | Temporary. Destroy when revised, obsolete, or no longer needed. |
|                                                                                                                                     |                                                                                                                                                                                                                  | 488.8                      |                                                                 |
| APPROVED: <br>CIA Records Administration Officer |                                                                                                                                                                                                                  | <u>21 May 1969</u><br>Date |                                                                 |

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9

16 April 1969

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT : Revised Records Control Schedule 40-69 for  
Incentive Awards Branch, BSD/OP

RESCINDS : Records Control Schedule 40-63 dtd 17 Dec 63  
Revised page 2 dtd 21 May 65

1. Attached hereto is Records Control Schedule 40-69 for the Incentive Awards Branch, BSD/OP. Items have been updated, including the transfer of the handling of Foreign Gifts from the Office of the Director of Personnel, and modifications made in disposition instructions where necessary.

2. It is requested that this schedule be substituted for the one presently in effect.

RAO/OP

Attachment:  
RCS 40-69 for  
IAB/BSD/OP

APPROVED

CIA Records Administration Officer

29 April 1969  
Date



OFFICE, DIVISION, BRANCH

Office of Personnel, BSD/Incentive Awards Branch

CONCURRENCE

Chief, IAB/BSO/OP

17 April 1969

ITEM NO.

FILES IDENTIFICATION  
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME  
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

1.

BRANCH SUBJECT FILES

a. This file contains background and guidance material relating to programs dealing with suggestion awards, all types of honor and merit awards, certain types of service awards, annual longevity award ceremony, and foreign gifts and includes reports, correspondence, and other material describing the activities of the branch. Also in this file are matters relating to the National Association of Suggestion Systems and internal panel files of the Suggestion Awards Committee.

5.8

Temporary. Screen periodically and destroy material no longer needed. Retain in immediate work area for reference.

b. These files are maintained to reflect the administrative-type activities performed by the branch and include such items as program calls, requisitions, and certain recurring reports.

1.8

Temporary. Cut off annually. Destroy when three years old.

2.

LONGEVITY PROGRAM

a. Consists of machine runs of individuals with 10-15-20 years Agency service.  
(1961 - )

1.0

Temporary. Hold in immediate work area until no longer needed for current reference. Then forward to Records Center. Destroy when thirty years old.

b. 10-15-20 year certificates awarded to employees with that many years of service.

Temporary. Hold until certificate is presented to employee if individual not under cover. If under cover, certificate is held in CSPPS or in personnel office of employee's office of assignment.

Excluded from automatic  
downgrading and  
declassification

| ITEM NO. | FILES IDENTIFICATION                                                                                                                                                                                                        | VOLUME | DISPOSITION INSTRUCTIONS                                                                                                                                                                                                                  |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|          | Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9                                                                                                                                                            |        |                                                                                                                                                                                                                                           |
| 3.       | SUGGESTION AWARDS FILES                                                                                                                                                                                                     |        |                                                                                                                                                                                                                                           |
|          | a. Consists of the following types of case files:                                                                                                                                                                           |        |                                                                                                                                                                                                                                           |
|          | 1. Pending cases. Filed numerically.                                                                                                                                                                                        | 1.8    | Temporary. Place in appropriate file (approved or disapproved) when case is closed.                                                                                                                                                       |
|          | 2. Approved cases. Filed alphabetically.                                                                                                                                                                                    | 2.8    | Temporary. Hold in immediate work area for two years after close of case. Retire to Records Center for an additional two years and destroy. (GRS #1, Item 12)                                                                             |
|          | 3. Disapproved cases. Filed alpha.                                                                                                                                                                                          | 2.5    | Temporary. Hold in immediate work area one year after date of close. Then forward to Records Center - hold one additional year and destroy.                                                                                               |
|          | 4. Clandestine Services Operational Cases. Filed alphabetically.                                                                                                                                                            | 2.8    | Temporary. Whether approved or disapproved hold in immediate work area two years after close of case. Then forward to Records Center for an additional three years. At the end of this time return to originator for further disposition. |
|          | 5. Cases involving significant intelligence, inventions, achievements, operational suggestions other than covered in 4 above, and research ideas.                                                                           | .5     | Temporary. Whether approved or disapproved hold in immediate work area five years after close of case. Then forward to Records Center for an additional five years. At the end of this time return to originator for further disposition. |
|          | b. Consists of agenda and minutes of meetings.<br>(1955 - )                                                                                                                                                                 | 1.5    | Permanent. Hold in immediate work area for at least three years and retire to Records Center.                                                                                                                                             |
|          | c. Consists of ineligible suggestions maintained by subject to check duplication.                                                                                                                                           | 1.0    | Temporary. Hold in office area two years and destroy.                                                                                                                                                                                     |
|          | d. Consists of register of control numbers assigned to each suggestion as well as log of recipients of awards. Logs include name, office, division, grade, Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9 | .1     | Temporary. Destroy when no longer needed for reference purposes.                                                                                                                                                                          |

| ITEM NO. | FILES IDENTIFICATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | VOLUME                                                         | DISPOSITION INSTRUCTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4.       | <p>HONOR AND MERIT AWARDS PROGRAM FILE</p> <p>a. Consists of the following types of case files:</p> <ol style="list-style-type: none"> <li>1. Pending cases contain recommendation as well as correspondence and biographic data supporting the recommendation.</li> <li>2. Closed case files on employees who were allowed to retain medal and/or certificate upon presentation.</li> <li>3. Closed case files on employees not allowed to retain medal/certificate upon presentation. Included in this file is not only correspondence but award itself.</li> </ol> <p>b. Consists of honor and merit award certificates and medals not yet presented relating to pending cases above.</p> <p>c. Consists of agenda and minutes of meetings of the Honor and Merit Awards Board.</p> <p>d. Register used to assign control numbers to recommendations for honor awards received by office.</p> | <p>7.5</p> <p>1.0</p> <p>4.0</p> <p>.5</p> <p>.3</p> <p>.1</p> | <p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9</p> <p>Temporary. Upon completion of HMAB action and ceremony, case is closed and file becomes part of either 2 or 3 below.</p> <p>Permanent. Retain in office area for one year after close of case. Then retire to Records Center.</p> <p>Temporary. Retain in current files area until award may be released to employee at which time case file will be disposed of in accordance with 2 above.</p> <p>Temporary. Hold until presentation. If individual is under cover, certificate/medal will be held in accordance with a3 above.</p> <p>Permanent. When no longer needed for current reference forward to Records Center.</p> <p>Temporary. Destroy when no longer needed for reference purposes.</p> |
| 5.       | <p>FOREIGN GIFT FILE</p> <p>a. Consists of correspondence relating to each foreign gift, including acknowledgment, request for approval to retain and final action taken. Filed chronologically.</p> <p>b. This 3x5 card file is used to control disposition of all foreign gifts presented to Agency employees. It includes employee's name, office of assignment, description of gift, when presented and by whom, and final disposition. This card file is cross reference to "a" above.</p>                                                                                                                                                                                                                                                                                                                                                                                                  | <p>.8</p> <p>.1</p>                                            | <p>Temporary. Destroy when no longer needed.</p> <p>Temporary. Retain in immediate work area for reference purposes. Destroy when no longer needed.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9

| ITEM NO. | FILES IDENTIFICATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | VOLUME                                      | DISPOSITION INSTRUCTIONS                                                                                                                                                                                                                                               |
|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6.       | <p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9</p> <p><b>REFERENCE MATERIAL</b></p> <p>This file consists of posters, support bulletins, publicity and other material relating to branch programs. Also included are Agency regulatory issuances maintained for reference purposes.</p> <p>I CONCUR IN THE DISPOSITION INSTRUCTIONS AS WRITTEN FOR ITEMS 1, 2, 4, and 5.</p> <p>APPROVED: <span style="border: 1px solid black; display: inline-block; width: 150px; height: 50px; vertical-align: middle;"></span></p> <p>CIA Records Administration Officer</p> | <p>8.0</p> <p>43.9</p> <p>29 April 1969</p> | <p>Temporary. Destroy when obsolete, superseded, or no longer needed.</p> <p><span style="border: 1px solid black; display: inline-block; width: 150px; height: 30px; vertical-align: middle;"></span></p> <p>Executive Secretary<br/>Honor and Merit Awards Board</p> |

15 May 1968

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT : Records Control Schedule 40-68 for Central  
Processing Branch, BSD/OP

RESCINDS : Records Control Schedule 40-64 for OP/BSD/CPB  
Records Control Schedule 34-60-M for OL/TD/FMB

1. Attached hereto is revised Records Control Schedule for the Central Processing Branch, BSD/OP.

2. This schedule was rewritten in order to update the functions of the branch to include those handled by the former Passenger Movement Branch, Transportation Division/OL as well as to correct disposition instructions for certain items already reflected on the present CPB schedule. Where possible authorized disposition has been made to comply with General Records Schedule 9.

3. Your early approval of this schedule will be appreciated.

25X

RAO/OP

Attachment:  
RCS 40-68 for  
OP/BSD/CPB

APPROVE

VINCENT J. BOSCH  
CIA Records Administration Officer

23 May 1968  
Date

25X

RA03. 1968

RECORDS CONTROL RELEASE 2005/11/21 : CIA-RDP78-00487A000100300001-9

SCHEDULE NO.

40-68

CONCURRENCE

25

OFFICE, DIVISION, BRANCH

Office of Personnel, Benefits and Services Division/Central  
Processing Branch

TITLE

Chief, OP/BSD/CPB

26 April 1968

ITEM  
NO.

FILES IDENTIFICATION  
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME  
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

1.

BRANCH SUBJECT FILES

a. These files relate to all matters dealing with shipment of household goods, cover, and tours of duty as well as information on storage companies. Included in this file also are letters of instruction or authority, policies and procedures as set forth [redacted] information on various stations and posts, and other material which outlines not only travel procedures but personnel and financial processing as well.

(Current)

b. Consists of weekly reports and other administrative-type files dealing with routine matters such as equipment and supply, training, security, and personnel.

(1966 - )

4.0

Temporary. Screen periodically. Destroy material no longer needed. Retain remainder in immediate work area.

1.5

Temporary. Cut off annually. Destroy when two years old.

2.

BRANCH CASE FILES

a. Consists of consolidated case files on all staff and non-staff employees being processed PCS or TDY for overseas official travel. File includes travel and finance operation records, travel order, [redacted] shipping data, bills of lading, record of transportation, foreign duty data, clearances, requests for passport and ID card, etc. Filed alphabetically.

(Current)

179.5

Temporary. Destroy material older than four years. Should volume become such that it is necessary to retire material one year or older to the Records Center, it should be held there for three additional years and destroyed.

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Travel orders are issued by Divs.  
Original kept by B+F officer in the Div  
will end up attached to a voucher to  
be kept by O/F for 12 yrs.

All bills incurred by Central Processing  
relating to storage, shipping, travel,  
etc will be paid for by O/F where  
vouchers will be kept 12 yrs.

Central Travel at HQ gets travel orders  
and bills of lading - these are the  
accounting records. The copies  
kept by Central Processing are info  
copies used for their reference.

Material held by Central Processing is  
for their reference and service handling  
rather than for fiscal or financial  
purposes and have a short term value.

5/73

ST

| ITEM NO. | FILES IDENTIFICATION                                                                                                                                                                                                                                                                                                                        | VOLUME | DISPOSITION INSTRUCTIONS                                                                                                                                                                               |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|          | <p>b. Consists of individual case files on Project AQUATONE personnel. File contains correspondence and documents dealing with travel of individuals assigned to project. Filed alpha. (Current)</p>                                                                                                                                        | 1.0    | Temporary. Upon true resignation of individual assigned to project, destroy. If individual is terminated from project but remains an Agency employee material older than four years will be destroyed. |
| 3.       | <p>CHRONO FILES</p> <p>a. Consists of chrono file of Form 260, Record of Transportation, maintained for convenience of reference. (1966 - )</p> <p>b. Consists of extra copies of Form 540, Travel Order, maintained as a record of official travel for [ ] travel by fiscal year and alphabetically thereunder. (1966 - )</p>              | 2.8    | Temporary. Cut off each fiscal year. Destroy one year thereafter.                                                                                                                                      |
|          |                                                                                                                                                                                                                                                                                                                                             | 2.5    | Temporary. Cut off each fiscal year. Destroy one year thereafter.                                                                                                                                      |
|          |                                                                                                                                                                                                                                                                                                                                             | .8     | Temporary. Cut off each fiscal year. Destroy one year thereafter.                                                                                                                                      |
| 4.       | <p>TRAVEL DOCUMENTS FILE</p> <p>Consists of envelopes containing necessary travel documents which will be given to employee upon departure. File includes passports, tickets, ID cards [ ] Filed alpha. (Current)</p>                                                                                                                       | 3.5    | Temporary. Issue to employee upon departure on official travel.                                                                                                                                        |
| 5.       | <p>CREDENTIAL FILES</p> <p>a. Consists of envelopes for every passport and/or ID card obtained through CPB channels as long as the particular credential remains valid. The envelopes serve as a record of valid passports and ID cards issued and also as a repository for the credentials not in use. Filed alphabetically. (Current)</p> | 28.8   | Temporary. Return expired passports and those of separated employees: [ ]                                                                                                                              |

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9



| ITEM NO. | FILES IDENTIFICATION                                                                                                                                                                                                                                                                                         | VOLUME | DISPOSITION INSTRUCTIONS                                                                                                        |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|---------------------------------------------------------------------------------------------------------------------------------|
|          | Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9                                                                                                                                                                                                                                             |        |                                                                                                                                 |
|          |                                                                                                                                                                                                                                                                                                              | 2.0    | Temporary. Cut off annually. Retain in current files area for five years and destroy.                                           |
| 6.       | CONTRACTOR CASE FILES                                                                                                                                                                                                                                                                                        |        |                                                                                                                                 |
|          | Files maintained by contractor and returned upon completion of contracts, containing documents pertaining to shipment and storage of household goods and private automobiles. Records contain export and transit certificates and shipping documents essential in determining proper freight classification. |        | Temporary. From time to time returned from contractor. As received, retire to Records Center and destroy four years thereafter. |
| 7.       | CASH JOURNAL FILE                                                                                                                                                                                                                                                                                            |        |                                                                                                                                 |
|          | This file consists of vouchers supporting accountings for invitee travel.<br>(FY 67 - )                                                                                                                                                                                                                      | .3     | Temporary. Cut off each fiscal year. Hold one year and destroy.                                                                 |
| 8.       | TRANSPORTATION REQUEST FILE                                                                                                                                                                                                                                                                                  |        |                                                                                                                                 |
|          | Consists of SF-1169, United States of America Transportation Request, including request for military personnel, maintained as a record of transportation requests used. This is an accountable form. Filed chronologically.<br>(1960 - )                                                                     | .1     | Temporary. Retain in immediate work area. Destroy when four years old.                                                          |
| 9.       | CARD FILES                                                                                                                                                                                                                                                                                                   |        |                                                                                                                                 |
|          |                                                                                                                                                                                                                                                                                                              | .6     | Temporary. Hold six months and destroy.                                                                                         |
|          | b. Consists of 5x8 card, Form 1220b, Travel Operations Record, maintained for control and follow-up purposes during various stages of overseas processing. Filed alphabetically.<br>(Current)                                                                                                                | .5     | Temporary. Place in #2a upon completion of processing.                                                                          |
|          | Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9                                                                                                                                                                                                                                             |        |                                                                                                                                 |

| ITEM NO.                                                         | FILES IDENTIFICATION                                                                                                                                                                                                                                                             | VOLUME            | DISPOSITION INSTRUCTIONS                                                                                                          |
|------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-----------------------------------------------------------------------------------------------------------------------------------|
|                                                                  | Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9<br>c. Form 705, Household Goods and Private Automobile Shipment and Storage Control Card, contains pertinent shipping information relating to disposition of traveller's effects.                               | .6                | Temporary. Hold six months after delivery of inbound and non-temporary storage lots; then destroy.                                |
| 10.                                                              | REGISTER FILE<br>a. All new cases showing name, case number, and destination.<br>b. All [ ] bills of lading showing name, bill of lading number, whether household effects or baggage, destination, and date.                                                                    | .5                | Temporary. When four years old, destroy.<br>Temporary. When four years old, destroy.                                              |
| 11.                                                              | POST REPORTS FILE<br>Consists of reports, correspondence, pamphlets, and other information on conditions at overseas posts and stations. Used in briefing employees on housing, clothing, health, transportation, and other conditions at station. Filed alphabetically by post. | 10.0              | Temporary. Destroy when revised or no longer needed.                                                                              |
| 12.                                                              | HANDOUT MATERIAL<br>Consists of "Information for PCS Returnees", "International Insurance," and "When You Move" - booklets given to individuals processing.                                                                                                                      | 4.0               | Temporary. Destroy when revised.                                                                                                  |
| 13.                                                              | REFERENCE MATERIAL<br>Consists of Agency regulatory issuances, air-line, rail, and steamship guides, [ ] manuals and regulations, road atlas, machine listings and other published material used as reference in processing Agency employees.                                    | 12.0<br><br>255.0 | Temporary. Destroy when revised, superseded, or no longer needed except for machine listings which will be returned to OP/CD/SRB. |
| Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9 |                                                                                                                                                                                                                                                                                  |                   |                                                                                                                                   |

CPD

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9

3 April 1969

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT : Revised Schedule 40-69 for Contract Personnel  
Division, Office of Personnel

RESCINDS : Records Control Schedule 40-64 dtd 6 January 64

1. Attached hereto is Records Control Schedule 40-69 for the Contract Personnel Division, Office of Personnel. Items have been updated and modifications made where necessary. Any questions regarding disposition instructions as stated should be directed to  DD/Personnel for Plans and Control on extension

2. It is requested that this schedule be substituted for the one presently in effect.

RAO/OP

Attachment:  
RCS 40-69, CPD/OP

AT  
  
APPROVED:

CIA Records Administration Officer

*29 April 1969*  
Date

RECEIVED CONFIDENTIAL 2005/11/21 : CIA-RDP78-00487A000100300001-9

SCHEDULE NO.  
100300001-9

OFFICE, DIVISION, BRANCH

Office of Personnel, Contract Personnel Division

TITLE *Personnel* DATE *3 April 69*  
~~Chief, CPD/OP~~

| ITEM NO. | FILES IDENTIFICATION<br>(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | VOLUME<br>(CUBIC FT.) | DISPOSITION INSTRUCTIONS                                                                              |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-------------------------------------------------------------------------------------------------------|
| 1.       | <b>DIVISION SUBJECT FILES</b><br><br>a. These subject files contain procedures and other guidelines pertaining to the employment of contract personnel and staff agents. Included in this file is material relating to Social Security matters, consultants, special reports, and general information on entitlements, allowances, and other matters of concern in administering the Contract Personnel Division.<br><br>b. Consists of requests for administrative services, program calls, chrono files and other files of a routine administrative nature. | 4.3                   | Temporary. Screen periodically. Destroy valueless papers and retain remainder in immediate work area. |
| 2.       | <b>FLEX-O-LINE FILE</b><br><br>Contains information on original contract data, compensation, status, etc. Arranged organizationally and alphabetically thereunder.<br>(Current)                                                                                                                                                                                                                                                                                                                                                                               | 1.0                   | Temporary. Cut off annually. Destroy when two years old.                                              |
|          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | .1                    | Temporary. Destroy when terminated.                                                                   |
| 3.       | <b>ADMINISTRATIVE PLANS FILE</b><br><br>Consists of project files containing copies of internal administrative documents authorizing deviations from normal Agency rules, regulations, and policy pertaining to approved Agency projects. Files are maintained for reference only. Record copies are retained by DO Division.                                                                                                                                                                                                                                 | 1.5                   | Temporary. Destroy one year after termination of project.                                             |

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| ITEM NO.                                                         | FILES IDENTIFICATION                                                                                                                                                                                                                                                                                                                | VOLUME | DISPOSITION INSTRUCTIONS                                                                                                                                                                                 |
|------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9 |                                                                                                                                                                                                                                                                                                                                     |        |                                                                                                                                                                                                          |
| 4.                                                               | <b>STAFF EMPLOYEE AGREEMENT FILE</b><br><br>Consists of [ ] agreements maintained on staff employees [ ]<br>[ ] File contains information pertaining to agreements and understanding between the Agency and the employee with regard to service outside continental U. S., transportation of dependents, etc. Filed alphabetically. | .4     | Temporary. Destroy one year after expiration of agreement.                                                                                                                                               |
| 5.                                                               | <b>COVER AGREEMENT FILE</b><br><br><div style="border: 1px solid black; height: 60px; width: 100%;"></div>                                                                                                                                                                                                                          | .8     | Temporary. Place in inactive file upon termination of agreement. Destroy when ten years old.                                                                                                             |
| 6.                                                               | <b>PERSONAL SERVICES FOLDER FILE</b><br><br>Consists of case files containing copies of contract, amendments, biographic information and other supporting papers on contract personnel. Filed alphabetically.<br>(Current)                                                                                                          | 58.5   | Temporary. Upon termination, screen and destroy duplicate documents and place in inactive file. Hold one year and retire to Records Center. Hold indefinitely pending establishment of office of record. |
| 7.                                                               | <b>CONSULTANT REQUIREMENTS FILE</b><br><br>The Review of Consultant Requirements contains justifications for consultants, offices of initiation, use and duties to be performed.                                                                                                                                                    | .2     | Temporary. Cut off annually. Destroy when two years old.                                                                                                                                                 |
| 8.                                                               | <b>SEPARATION MAINTENANCE FILES</b><br><br>Consists of separation maintenance cases. Cases contain requests for authorization and related correspondence. Filed alphabetically.                                                                                                                                                     | .3     | Temporary. Destroy closed cases when no longer needed for reference purposes.                                                                                                                            |

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9

| ITEM NO.                                                         | FILES IDENTIFICATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | VOLUME         | DISPOSITION INSTRUCTIONS                                                                                                                                                                                                                                             |
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| Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                |                                                                                                                                                                                                                                                                      |
| 9.                                                               | CONSULTANT FILES<br><br>Consists of official personnel folders on each Agency consultant. Included in this file is correspondence, consultant agreements, security clearances, justifications, status, etc. Filed alphabetically.                                                                                                                                                                                                                                                                                                                                                                                                 | 3.5            | Temporary. Forward to OP File Room when consultant is terminated.                                                                                                                                                                                                    |
| 10.                                                              | OFFICIAL STAFF AGENT FOLDER FILES<br><br>Consists of two files maintained on each staff agent. Files document the services of the employee and are maintained separately for security reasons.<br><br>a. Folders contain code number cross referenced to Confidential Jacket File and are filed alphabetically by pseudonym and contain personnel actions, fitness reports, staff agent supplement, checklist, and biographic profile.<br><br>b. Confidential Jacket File consists of documents in true name, such as Personal History Statement, Medical Action Request, insurance forms, etc. Filed numerically by code number. | 5.0<br><br>2.0 | Temporary. Forward to OP File Room for sterilization and consolidation upon termination of employee's services as staff agent.<br><br>Temporary. Forward to OP File Room for sterilization and consolidation upon termination of employee's services as staff agent. |
| 11.                                                              | STAFF AGENT NOTIFICATION OF PERSONNEL ACTION FILE<br><br>Consists of chrono copy of Forms 1150, Notification of Personnel Action, maintained for reference purposes only.                                                                                                                                                                                                                                                                                                                                                                                                                                                         | .1             | Temporary. Hold two months and destroy.                                                                                                                                                                                                                              |
| 12.                                                              | CARD FILES<br><br>a. Consists of 5x8 cards maintained on contract personnel. Cards contain pseudonym, area division to which assigned and code number used as cross reference. These cards are used to record receipt and dispatch of documentation and are filed alphabetically.                                                                                                                                                                                                                                                                                                                                                 | 5.6            | Temporary. Place in inactive file upon termination. Destroy when no longer needed.                                                                                                                                                                                   |
| Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                |                                                                                                                                                                                                                                                                      |

| ITEM NO. | FILES IDENTIFICATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | VOLUME                                                                | DISPOSITION INSTRUCTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|          | <p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9</p> <p>b. Consists of 3x5 cards on contract employees maintained as cross reference in two sets. One set is arranged numerically by code number, the other alpha by name.</p> <p>c. Consists of Employee Record Card maintained on staff agents and used for recording personnel actions, training, qualifications and other information. Filed organizationally and by pseudonym thereunder.</p> <p>d. Consists of 5x8 cards containing information on special allowances, mainly equalization allowances. Card reflects location of post, type of allowance granted, and miscellaneous information used as guides in processing claims. Filed by post.</p> <p>e. Consists of 3x5 cards on staff agents maintained as cross reference in two sets. One set is in pseudonym, other in true name.</p> <p>f. This 5x8 card file on staff agents is used as locator. Reflected on card is pseudonym, cross reference identification number, office of assignment, record of correspondence relating to individual, etc.</p> <p>g. This 3x5 card file on consultants reflects name, office, date of birth, entrance on duty date, compensation rate and other pertinent data.</p> <p>h. This 3x5 card file on individuals assigned to FDD project contains name of individual, effective date of contract, expiration date, contract number, etc.</p> | <p>.9</p> <p>.9</p> <p>.1</p> <p>.4</p> <p>.3</p> <p>.1</p> <p>.1</p> | <p>Temporary. Place in inactive file upon termination. Destroy when no longer needed.</p> <p>Temporary. Destroy one year after termination of staff agent status.</p> <p>Temporary. Destroy when superseded or obsolete.</p> <p>Temporary. Place in inactive file upon termination. Destroy when no longer needed.</p> <p>Temporary. Place in inactive file upon termination. Destroy when no longer needed.</p> <p>Temporary. Place in inactive file upon termination. Destroy when no longer needed.</p> <p>Temporary. Destroy one month after termination.</p> |
| 13.      | ALLOWANCE COMMITTEE FILES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|          | <p>a. Consists of minutes of meetings of Allowance Committee. Filed chronologically.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | .4                                                                    | Permanent. When no longer needed for current reference retire to Records Center.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|          | Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |



| ITEM NO.                                                         | FILES IDENTIFICATION                                                                                                                                                                                                                                                                                                                   | VOLUME | DISPOSITION INSTRUCTIONS                                                           |
|------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|------------------------------------------------------------------------------------|
|                                                                  | <p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9</p> <p>b. Consists of case files concerning allowances and travel payments for individuals processed by the Allowance Committee. These individuals are staff agents, career agents, and contract employees under non-official cover and assigned PCS overseas.</p> | 1.5    | Temporary. Place in inactive file when case is closed. Destroy when two years old. |
| 14.                                                              | <p>CREDITABLE SERVICE FILE</p> <p>Consists of chrono copies of creditable service memoranda on contract employees and career agents.</p> <p>(1962 - )</p>                                                                                                                                                                              | .5     | Temporary. Cut off annually. Destroy when one year old.                            |
| 15.                                                              | <p>REFERENCE MATERIAL</p> <p>Consists of published material such as Agency regulatory issuances, Federal Personnel Manual and other material [redacted] and other Government agencies used for background and reference.</p>                                                                                                           | 7.0    | Temporary. Destroy when superseded, obsolete, or no longer needed.                 |
|                                                                  | <p>[redacted]</p> <p>APPROVED: [redacted]</p> <p>CIA Records Administration Officer</p>                                                                                                                                                                                                                                                | 96.5   |                                                                                    |
|                                                                  | <p>29 April 1969</p> <p>Date</p>                                                                                                                                                                                                                                                                                                       |        |                                                                                    |
| Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9 |                                                                                                                                                                                                                                                                                                                                        |        |                                                                                    |

RET



21 May 1969

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT : Records Control Schedule 40-69 for Retirement  
Affairs Division, Office of Personnel

RESCINDS : RCS 40-66 for BSD/Retirement Branch  
RCS 40-66 for CIA Retirement Staff  
RCS 40-64 for POD/OutPlacement

1. Attached hereto is Records Control Schedule 40-69 for the Retirement Affairs Division, Office of Personnel.

2. The establishment of this office was effective 17 March of this year. The division's responsibilities cover all aspects of retirement of Agency employees whether individuals are retiring under the Agency or Civil Service system. In addition, this office is responsible for outside job assistance to certain other individuals terminating Agency employment.

3. Your early approval of this schedule would be appreciated.

25X

RAO/OP

Attachment:  
RCS 40-69 for  
RAD/OP

APPROVE

CIA Records Administration Officer

6 June 1969  
Date

RECORDS CENTER SCHEDULE NO. 25X  
 Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9

OFFICE, DIVISION, BRANCH

Office of Personnel, Retirement Affairs Division

CONCURRENCE

Chief, RAD/OP

19 MAY 1969

| ITEM NO. | FILES IDENTIFICATION<br>(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)                                                                                                                                                                                                                                | VOLUME<br>(CUBIC FT.) | DISPOSITION INSTRUCTIONS                                                                                                                                               |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.       | DIVISION SUBJECT FILES                                                                                                                                                                                                                                                                                        |                       |                                                                                                                                                                        |
|          | a. Consists of policy papers, correspondence, reports and other material relating to the responsibilities of the Retirement Affairs Division, including guidelines relating to the retirement of Agency personnel either through the Civil Service Commission or the Agency Retirement and Disability System. | 4.8                   | Permanent. When no longer needed for current reference screen and destroy valueless papers. Retire to Records Center.                                                  |
|          | b. Chrono files and routine administrative material make up this file covering the daily activities of the Division.                                                                                                                                                                                          | 2.7                   | Temporary. Cut off annually. Destroy when three years old.                                                                                                             |
| 2.       | CIA RETIREMENT BOARD MATERIAL                                                                                                                                                                                                                                                                                 |                       |                                                                                                                                                                        |
|          | a. Included in this file are agenda and minutes of meetings of the CIA Retirement Board. Filed chrono.<br>(1965 - )                                                                                                                                                                                           | 1.8                   | Permanent. Upon accumulation of one foot of material no longer needed for current reference retire to Records Center.                                                  |
|          | b. Consists of material assembled for use by each Board member prior to meeting, such as agenda and pertinent background material relating thereto.<br>(Current)                                                                                                                                              | .8                    | Temporary. Forward to each Board member prior to meeting. Upon completion of meeting, material will be returned, disassembled and binders held for future use.         |
| 3.       | CIVIL SERVICE RETIREE FILES                                                                                                                                                                                                                                                                                   |                       |                                                                                                                                                                        |
|          | a. General alphabetical file containing correspondence dealing with length of service, accrued benefits, and rights and eligibility of individuals under the Civil Service Retirement System on whom inquiries have been made whether optional, disability, or mandatory retirement.                          | 4.0                   | Temporary. Destroy three years after individual's retirement or destroy upon termination of individual's employment. (Copies of pertinent documents are filed in OFF.) |

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| ITEM NO. | FILES IDENTIFICATION                                                                                                                                                                                                                                                                                                                                                  | VOLUME | DISPOSITION INSTRUCTIONS                                                                                                                                                                                                                                |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|          | b. Alphabetical file consisting of worksheets containing annuity estimates as requested by employees or operating components.                                                                                                                                                                                                                                         | 1.0    | Temporary. Retain in immediate work area for three years; then destroy.                                                                                                                                                                                 |
|          | c. Folders on individuals granted extension of retirement. Included in this file is request for extension, approval and other pertinent papers relating to the case.                                                                                                                                                                                                  | 1.5    | Temporary. At time of retirement forward pertinent papers to OP/File Room for inclusion in Official Personnel Folder.                                                                                                                                   |
| 4.       | AGENCY RETIREE FILES                                                                                                                                                                                                                                                                                                                                                  |        |                                                                                                                                                                                                                                                         |
|          | a. Consists of case files on nominees for the CIA Retirement & Disability System. File contains nomination and various workpapers forwarded by employee's career service. Included are files on individuals found eligible for System who refused election, individuals found eligible who have terminated Agency employment, and individuals found to be ineligible. | 1.7    | Temporary. If designated participant transfer to item 4b. If not, retain in immediate work area until individual separates from Agency. At that time forward pertinent papers to OP/File Room.                                                          |
|          | b. Official retirement folders on participants in the Agency retirement system. Included in file is material transferred from "a" above as well as notification of designation as participant, service agreement, and personnel action.                                                                                                                               | 41.0   | Permanent. Transfer to annuitant file upon retirement. If participant resigns from Agency employment and withdraws contribution to System transfer file to item 4e. If participant resigns but retains contribution in System transfer file to item 4d. |
|          | c. Annuitant File                                                                                                                                                                                                                                                                                                                                                     | 9.0    | Permanent. Hold in immediate work area until death of last survivor annuitant. Then forward to Records Center.                                                                                                                                          |
|          | d. Deferred Annuitant File                                                                                                                                                                                                                                                                                                                                            | .3     | Permanent. Upon becoming an annuitant, transfer to item 4c above.                                                                                                                                                                                       |
|          | e. Consists of folders on terminated participants who elected to withdraw their contribution from the CIAR&DS at time of separation.                                                                                                                                                                                                                                  | 1.2    | Permanent. Transfer to Records Center one year after termination of Agency employment.                                                                                                                                                                  |
| 5.       | EMPLOYEE CASE FILES                                                                                                                                                                                                                                                                                                                                                   |        |                                                                                                                                                                                                                                                         |
|          | a. Consists of working files relating to individuals who are pending retirement within the next five years. Included in file are copies of                                                                                                                                                                                                                            | 9.0    | Temporary. Upon retirement, transfer to inactive file. Destroy one year after termination.                                                                                                                                                              |

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| ITEM NO. | FILES IDENTIFICATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | VOLUME | DISPOSITION INSTRUCTIONS                                                                                        |
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|          | <p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9</p> <p>5-year letter, summary of Agency employment, job lead record card, and personnel interview record. Filed alphabetically.</p> <p>b. Consists of worksheets containing biographic data, applications for Federal employment, and other material pertinent to the outprocessing of individuals seeking employment assistance who are resigning for reasons other than retirement. Filed alphabetically.</p> <p>c. This alphabetical file is correspondence regarding contract employees on whom outside inquiries have been received.</p> |        |                                                                                                                 |
| 6.       | CARD FILES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |        |                                                                                                                 |
|          | <p>a. This alphabetical file (form 2881) of retirees pending retirement over the coming five years is retained in order to show pertinent information relating to retirement counseling and location of records pertaining thereto. Retained on wheeldex.</p>                                                                                                                                                                                                                                                                                                                                                     | .1     | Temporary. Transfer to inactive file upon retirement. Destroy when ten years old.                               |
|          | <p>b. This 3x5 card file contains all pertinent information concerning status of employee's retirement as well as employee's current address. This card file is on Civil Service retirees only. Filed alphabetically.</p>                                                                                                                                                                                                                                                                                                                                                                                         | .1     | Temporary. Retain in immediate work area for reference purposes until no longer needed; then destroy.           |
|          | <p>c. Nomination Control Record (5x8 card) used to reflect status of each individual nominated for Agency retirement system. Filed alpha.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | .1     | Temporary. Upon becoming participant, transfer to 4b above. If individual does not become participant, destroy. |
|          | <p>d. Consists of IBM cards on all individuals pending retirement over the period of the next five years. Included on card is name, DOB, grade, service designation, LCD and SCD dates, dates of correspondence, and final action. Filed by system, by year alphabetically.</p> <p>(1960 - )</p>                                                                                                                                                                                                                                                                                                                  | .4     | Temporary. Destroy when no longer needed.                                                                       |

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9

| ITEM NO. | FILES IDENTIFICATION                                                                                                                                                                                                                                                                                                                    | VOLUME | DISPOSITION INSTRUCTIONS                                         |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|------------------------------------------------------------------|
|          | Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9<br>e. Consists of IBM cards on all CIA retirees reflecting current address of both annuitant and survivor annuitant. Used as locator.                                                                                                                                  | .1     | Permanent. Transfer to item 4c upon death of survivor annuitant. |
|          | f. This 3x5 card file relates to retirement medallions and their presentation. Included on card is employee's name, years of Agency service, type of medallion, home address, and career service.                                                                                                                                       | .1     | Temporary. Destroy two years after retirement of employee.       |
|          | g. 3x5 card file on all employees, other than retirees, handled by EEAB. Card contains biographic data and summary of outprocessing. Information taken from Personnel Interview Record card (see item 5b above).                                                                                                                        | .2     | Temporary. Destroy when no longer needed.                        |
|          | h. Personnel Investigator Control Card - a 3x5 card file maintained on all Agency employees, terminated and those presently employed, on whom outside inquiries have been received. Card contains biographic data as well as Agency employment history, investigator's name, place of employment, remarks made and any referrals given. | .2     | Temporary. Destroy when no longer needed.                        |
|          | i. This alphabetical 3x5 card file contains name, employer, type of clearance, and date accredited of all accredited personnel investigators from whom outside inquiries have been received.                                                                                                                                            | .1     | Temporary. Destroy when no longer needed.                        |
|          | j. This 3x5 card file is maintained on all retirees - active and inactive. Card includes name of counsellor.                                                                                                                                                                                                                            | .1     | Temporary. Destroy when no longer needed.                        |
| 7.       | COMPANY FILES<br><br>These files contain correspondence, organization requirements, brochures and other material accumulated on various firms throughout the U. S.                                                                                                                                                                      | 1.5    | Temporary. Destroy when no longer needed.                        |

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| ITEM NO.                                                         | FILES IDENTIFICATION                                                                                                                                                                 | VOLUME                             | DISPOSITION INSTRUCTIONS                                                                                                                                      |
|------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9 |                                                                                                                                                                                      |                                    |                                                                                                                                                               |
| 8.                                                               | <b>HISTORICAL FILE</b><br><br>This file consists of all material relating to the establishment of the CIA Retirement and Disability System prior to legislation enacted.             | 3.0                                | Permanent. When no longer needed in immediate work area, retire to Records Center.                                                                            |
| 9.                                                               | <b>OFFICIAL PERSONNEL FOLDERS</b><br><br>Consists of official personnel folders on active employees as well as those terminated.                                                     | 9.3                                | Temporary. Return to OP File Room when no longer needed.                                                                                                      |
| 10.                                                              | <b>COURIER RECEIPTS</b><br><br>Consists of Form 240, Courier Receipt and Log Record, used to record receipt and dispatch of classified mail.                                         | .1                                 | Temporary. Destroy when six months old.                                                                                                                       |
| 11.                                                              | <b>REFERENCE MATERIAL</b><br><br>Federal Personnel Manual, regulatory issuances, machine listings, log books and other material make up this file used for background and reference. | 26.0                               | Temporary. Destroy when superseded, obsolete, or no longer needed.                                                                                            |
|                                                                  |                                                                                                                                                                                      | APPROVED                           | <div style="border: 1px solid black; width: 150px; height: 40px; margin: 0 auto;"></div> <div style="text-align: right;"> <i>6 June 1969</i><br/> Date </div> |
|                                                                  |                                                                                                                                                                                      | CIA Records Administration Officer |                                                                                                                                                               |
|                                                                  |                                                                                                                                                                                      | 127.7                              |                                                                                                                                                               |
| Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9 |                                                                                                                                                                                      |                                    |                                                                                                                                                               |



05/11/21: CIA-RDP78-0

Recruitment

& Placement

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19 December 1969

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT : Revised Records Control Schedule - Recruitment  
Division, Office of Personnel

RESCINDS : Records Control Schedule 40-68 for RD/OP

REFERENCE : Memo dated 15 Dec 69 transmitting Records  
Control Schedule for SPD/OP

Attached hereto is revised Records Control Schedule for Recruitment Division, Office of Personnel. This schedule was rewritten in order to delete the functions which have now been transferred to the Staff Personnel Division, Office of Personnel.

The schedule for Recruitment Division now includes -

Office of DD/Pers. for Recruitment and Placement  
Chief, Recruitment Division  
Washington Area Recruitment Office

Early approval would be appreciated.

RAO/OP

Attachment:  
RCS 40-69 for  
RD/OP

APPROVED

CIA Records Administration Officer

23 Dec 1969  
Date

RECOVERED FROM RELEASE 2005/11/21 BY 60487A0004000400001-9

**SECRET**

SCHEDULE NO.

100300001-9

OFFICE, DIVISION, BRANCH

Office of Personnel/Recruitment Division including Office of  
DD/Pers. for Recruitment and Placement

TITLE

Chief, RD/OP

12/15/69

| ITEM NO. | FILES IDENTIFICATION<br>(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | VOLUME<br>(CUBIC FT.) | DISPOSITION INSTRUCTIONS                                                                                                                                                                            |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.       | <b>DIVISION SUBJECT FILES</b><br><br>a. Consists of studies, recruitment "reading file" and memoranda, material relating to the Agency recruitment advertisement effort, picketing problems and the Co-op Program. Also included in this file are annual and special reports such as the One-Hundred Universities reports prepared by university associates and senior Agency officials evaluating various colleges and universities, material of a historical nature as well as current working papers pertaining to the over-all operation of the Agency's recruitment program.<br>(1954 - )<br><br>b. Includes monthly activity reports, printing requisitions, chrono files, program calls and other administrative-type files.<br>(1966 - ) | 14.3                  | Permanent. Screen periodically and destroy material of no future value. Retain remainder in current files area until no longer needed for current reference; then forward to Agency Records Center. |
| 2.       | <b>UNIVERSITY ASSOCIATES FILE</b><br><br>Consists of case files on university associates. Files contain justification for associate, personal service contract, request for personnel action, travel vouchers, travel expense records, and related correspondence. Filed alphabetically.                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 6.3                   | Temporary. Cut off annually. Hold two years and destroy.                                                                                                                                            |
| 3.       | <b>CARD FILES</b><br><br>a. Consists of 3x5 cards on individuals interviewed who are felt to be good prospective employees.<br>(Current)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 1.5                   | Temporary. Upon termination of associate, forward file to Office of Personnel File Room for disposition.                                                                                            |
|          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | .1                    | Temporary. Hold two years and destroy.                                                                                                                                                              |

Approved for Release 2005/11/21 BY 60487A0004000400001-9

**SECRET**

GROUP 1  
EXCLUDED FROM AUTOMATIC  
DECLASSIFICATION

| ITEM NO. | FILES IDENTIFICATION                                                                                                                                                                                                                                                                                                                                                                                                                                                 | VOLUME                         | DISPOSITION INSTRUCTIONS                                                                                                                                                                                                                                                                                            |
|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|          | <p>b. Consists of 3x5 cards on individuals replying to covert recruitment advertisements.</p> <p>c. Applicant information retained on a wheelindex. Information consists of applicant's name, recruiter, recommended for, and where file has been sent.</p> <p>d. Consists of 3x5 cards on individuals who are referred to the Agency by Congressmen, the White House, and other high echelon requiring special attention.<br/>(1967 - )</p>                         | <p>.4</p> <p>.5</p> <p>.1</p>  | <p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9</p> <p>Temporary. Destroy when no longer needed for future reference.</p> <p>Temporary. Retain for six months after becoming inactive; then destroy.</p> <p>Temporary. Cut off annually. Destroy when two years old.</p>                        |
| 4.       | <p>REPORT OF INTERVIEW FILE</p> <p>a. Consists of Forms 1667a and 1667c, Reports of Interview, prepared by recruiter on each candidate that has completed application forms. This file provides a record of all recommended candidates. Filed alpha.<br/>(1968 - )</p> <p>b. Consists of Form 1667b (VITA) used by Washington Area Recruitment Office in interviewing all applicants. Filed alphabetically.<br/>(1968 - )</p>                                        | <p>2.3</p> <p>9.0</p>          | <p>Temporary. Cut off each year. Destroy when two years old.</p> <p>Temporary. Destroy upon receipt of application forms. Otherwise, destroy after eighteen months.</p>                                                                                                                                             |
| 5.       | <p>RECRUITER FILES</p> <p>a. Consists of correspondence, memoranda, and other papers pertaining to field activities of individual recruiter. Filed alphabetically.</p> <p>b. Consists of travel case files on recruiters. Included are travel orders, vouchers, statement of accounts, requests for advance of funds and related papers. Filed alphabetically.</p> <p>c. Consists of logistical files for each recruiter. Included in this file is all equipment</p> | <p>.8</p> <p>1.0</p> <p>.3</p> | <p>Temporary. Screen upon reassignment or termination of recruiter. Destroy material no longer needed. Transfer remainder of material to appropriate file.</p> <p>Temporary. Destroy material more than two years old.</p> <p>Temporary. Screen upon reassignment or termination of recruiter. Destroy material</p> |

| ITEM NO.                                                                                     | FILES IDENTIFICATION                                                                                                                                                                                                                                                                                     | VOLUME | DISPOSITION INSTRUCTIONS                                                                                                                                       |
|----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                              | <p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9</p> <p>and supplies charged to each individual.</p> <p><b>SECRET</b></p>                                                                                                                                                             |        | no longer needed. Transfer remainder to appropriate file.                                                                                                      |
| 6.                                                                                           | <p><b>CONTRACT SECRETARIES FILES</b></p> <p>Consists of case files on individuals serving in domestic field offices.<br/>(Current)</p>                                                                                                                                                                   | .3     | Temporary. Upon cancellation or termination of individual forward file to CPD for its disposition.                                                             |
| 7.                                                                                           | <p><b>OFFICIAL APPLICANT FILES</b></p> <p>Consists of case files on applicants that have been referred to recruiters for further information. Filed alphabetically by recruiter.<br/>(Current)</p>                                                                                                       | 6.5    | Temporary. Upon receipt of all information from recruiter return file to interested component.                                                                 |
| 8.                                                                                           | <p><b>LEAD/SOURCE FILE</b></p> <p>Consists of case files on colleges and universities, technical, secretarial and high schools, including those utilized in Co-op Program. Contains correspondence, reports of contact and other papers pertaining to the utilization of specific leads and sources.</p> | 3.5    | Temporary. Screen periodically. Destroy material no longer needed.                                                                                             |
| 9.                                                                                           | <p><b>RECRUITMENT REQUISITION FILE</b></p> <p>Consists of Form 1078, Recruitment Requisition. Form used in furnishing recruiters guides for recruiting. Filed by office.</p>                                                                                                                             | 1.5    | Temporary. Destroy when request is filled or cancelled.                                                                                                        |
| 10.                                                                                          | <p><b>REFERENCE MATERIAL</b></p> <p>Consists of Agency regulatory issuances, OFMs, machine listings, log books, and other material used for reference purposes.</p>                                                                                                                                      | 2.0    | Temporary. Destroy when revised, obsolete, or no longer needed except certain machine listings which will be returned to SRB/CD/OP when no longer of interest. |
|                                                                                              | <p>APPROVED: <span style="border: 1px solid black; display: inline-block; width: 150px; height: 30px; vertical-align: middle;"></span></p> <p>CIA Records Administration Officer</p> <p style="text-align: right;">23 Dec 1969<br/>Date</p>                                                              | 50.4   |                                                                                                                                                                |
| <p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9</p> <p><b>SECRET</b></p> |                                                                                                                                                                                                                                                                                                          |        |                                                                                                                                                                |

~~SECRET~~

15 December 1969

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT : Revised Records Control Schedule -  
Staff Personnel Division, Office of Personnel

RESCINDS : Records Control Schedule 40-68 for Placement  
Division, Office of Personnel

Attached hereto is revised Records Control Schedule for Staff Personnel Division, formerly Placement Division, Office of Personnel. This schedule was rewritten in order to reflect the transfer of the functions of the Clerical Staffing Branch from the Recruitment Division to the Staff Personnel Division and to make certain other modifications where necessary.

The schedule for Staff Personnel Division includes -

Office of Chief, Staff Personnel Division  
Professional Placement Branch  
Professional Selection Branch  
CT Personnel Selection Branch  
Clerical Staffing Branch, including Temporary Assignment  
Section (formerly Interim Assignment Section)  
Correspondence and Applicant Records Branch

A revised schedule for Recruitment Division will be forwarded to you shortly.

RAO/OP

Attachment:

RCS 40-69 for  
SPD/OP

APPROVED: 

CIA Records Administration Officer

23 Dec 1969  
Date

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OFFICE, DIVISION, BRANCH

Office of Personnel/Staff Personnel Division

CONCURRENCE

TITLE Chief, SPD/OP DATE 1/10 Dec 1969

| ITEM NO. | FILES IDENTIFICATION<br>(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | VOLUME<br>(CUBIC FT.)                          | DISPOSITION INSTRUCTIONS                                                                                                                                                                                                                                                                       |
|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.       | <b>DIVISION SUBJECT FILES</b><br><br>a. Copies of policy directives regarding hiring practices, applicant processing, summer employment, invitee travel, employment of the handicapped, state income tax inquiries, alien sponsorship, quality step increases, personnel forecasts, special reports, office reading file, and other papers accumulated in the over-all administration of the Staff Personnel Division make up this file.<br><br>b. Consists of administrative-type files such as activity reports, copies of travel orders, separation reports, cancellations, program calls, requests for administrative services and other material of a routine nature. | 8.0<br><br><br><br><br><br><br><br><br><br>5.0 | Permanent. Screen periodically. Destroy material no longer needed. Retain remainder in current files area until no longer needed for current reference; then forward to Agency Records Center.<br><br><br><br><br><br><br><br><br><br>Temporary. Cut off annually. Destroy when two years old. |
| 2.       | <b>CHRONO FILE - APPLICANT CORRESPONDENCE</b><br><br>Consists of chrono file of correspondence of a routine nature to individuals applying for Agency employment such as notifications of processing, requests for additional information, notice of rejection, etc. Used to control where official applicant file sent (duplicate maintained in official applicant file). Alphabetical.<br>(1968 - )                                                                                                                                                                                                                                                                      | 7.0 ✓                                          | Temporary. Retain twelve-month level. Destroy oldest month after filing current month.                                                                                                                                                                                                         |
| 3.       | <b>CARD CONTROL FILE</b><br><br>a. These 3x5 cards are maintained on all individuals who have applied for Agency employment. Card is used for control purposes and charge-outs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 6.5 ✓                                          | Temporary. On those files forwarded to RID, cards will be held two years and destroyed. All other cards except for those categories                                                                                                                                                            |



| ITEM NO. | FILES IDENTIFICATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | VOLUME                                                                               | DISPOSITION INSTRUCTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|          | <p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9</p> <p>during active processing and denotes pertinent information such as any security disapproval, special interest, and other information of importance regarding the applicant, including date file sent to RID if applicable or job and box number if file forwarded to Records Center. Also in this file are cards maintained on individuals whose applications for Agency employment would be of interest to the CIA Watch Officer.</p> <p>b-1. This 5x8 card, Form 835, Applicant Processing Record, contains information on applicants such as name, dates of actions and appointments, clearances, and other pertinent information and remarks regarding the individual. Cards retained by Professional Selection Branch.</p> <p>b-2. Same as above but these cards retained by Clerical Staffing Branch.</p> <p>c. This card file is similar to "b" above except it is maintained on career trainees in process only.<br/>(1966 - )</p> <p>d. SF-7B (formerly OF4b) file contains pertinent information on all career trainees - past and present.</p> <p>e. Consists of Form 887, Temporary Assignment Record, used to maintain control and status of each employee assigned to the Pool. Card includes such information as employee's name, serial no., date of birth, position title, grade, shorthand and typing qualifications, clearances, medical and polygraph appointments, etc.<br/>(FY 1966 - )</p> <p>f. Consists of Form 642, Personnel Emergency Locator Record, containing pertinent information regarding employee and his/her emergency addressee.<br/>(Suggest)</p> | <p>SECRET</p> <p>1.2 ✓</p> <p>1.5 ✓</p> <p>1.0</p> <p>.2</p> <p>.5 ✓</p> <p>.1 ✓</p> | <p>listed below will be placed in inactive file and retained in immediate work area when job is destroyed at Records Center:</p> <ul style="list-style-type: none"> <li>a. Special Interest</li> <li>b. Security/Medical reject</li> <li>c. Panel case</li> <li>d. Watch Officer interest</li> </ul> <p>Temporary. Place in inactive file upon cancellation or completion of processing. Hold one year and destroy.</p> <p>Temporary. Place in inactive file upon cancellation or completion of processing. Hold three years and destroy.</p> <p>Temporary. Place in inactive file upon cancellation and hold for three years; then destroy. (Cards are destroyed on individuals who enter on duty.)</p> <p>Temporary. Retain in immediate work area until no longer needed; then destroy.</p> <p>Temporary. Upon assignment of individual place in inactive file. Cut off at end of each fiscal year. Destroy two years from the end of the current calendar year.</p> <p>Temporary. Upon full clearance, forward to employee's office of assignment.</p> |

| ITEM NO. | FILES IDENTIFICATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | VOLUME                                            | DISPOSITION INSTRUCTIONS                                                                                                                                                                                                                                                                                                                                                                         |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|          | <p>g. Form 2644, Invitee Schedule, denotes schedule for all invitees. Includes name of invitee, date, place, and time of appointments as well as remarks.</p> <p>h. Form 2715, Skills Bank Control, is a 5x8 card used to control location of official applicant file. Contains name of applicant as well as name of office and reviewer, whether or not there is interest, dates reviewed, and remarks. This file contains only cards on those whose files are presently being reviewed.</p> <p>i. Form 2687, New Applicant File Acquisition card, is a 3x5 card from which the Skills Bank Acquisition Lists are compiled (see item 9). Card contains name, age, marital status, particular skills, asking salary, and other information useful to personnel officers in selecting potential candidates for positions.<br/>(1966 - )</p> <p>j. This 3x5 card file is used to control what applicant letters and files have not been replied to. Filed chrono by alphabet.</p> | <p>1</p> <p>.1</p> <p>.1</p> <p>1.4</p> <p>.1</p> | <p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9</p> <p>Temporary. Hold current month and destroy.</p> <p>Temporary. Upon completion of follow-up interview card is pulled from file and destroyed.</p> <p>Temporary. Retain in immediate work area for reference purposes. Destroy when no longer needed.</p> <p>Temporary. Cut off annually. Hold one year and destroy.</p> |
| 4.       | <p><b>EMPLOYEE SUMMARY WORKSHEETS</b></p> <p>Consists of Employee Summary Worksheets containing information on employees, such as work experience, education, training, qualifications, present position, etc. Used in evaluating employee's qualifications and in effecting his/her placement or reassignment.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 1.0                                               | Temporary. Destroy after follow-up interview six months after entrance on duty.                                                                                                                                                                                                                                                                                                                  |
| 5.       | <p><b>FLEXOWRITER TAPES</b></p> <p>Consists of flexowriter tapes used in preparing routine letters. Arranged numerically by code assigned to each letter.<br/>(CURRENT)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | .5                                                | Temporary. Destroy when superseded or obsolete.                                                                                                                                                                                                                                                                                                                                                  |

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9

| ITEM NO. | FILES IDENTIFICATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | VOLUME       | DISPOSITION INSTRUCTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6.       | <p><b>OFFICIAL APPLICANT FOLDERS</b></p> <p>Consists of official applicant folders on all individuals who have applied for Agency employment. Folder includes various items of information such as correspondence and resumes, application for employment, report of interview, PHS, and request for security clearance. Categories are as follows:</p> <p>a. Files on all applicants on whom Security has been initiated except Special Interest cases. These include not only routine applicants but security disapprovals.</p> <p>b. Files on limited "Special Interest" applicants on whom Security has been initiated.</p> <p>c. Applicants who apply for Agency employment who are of "Extra Special Interest" and require special handling because of the source of application.</p> <p>d. Files on all applicants on whom Security has not been initiated. These include not only routine applicants but those of limited "Special Interest."</p> <p>e. Consists of resume files on individuals to whom forms have been sent and acknowledgments have not been received. Held by month and alpha. thereunder.</p> | <p>134.6</p> | <p>Temporary. Material in official applicant file becomes part of the official personnel folder should individual enter on duty. Cancelled applicant files will be retained as outlined below. (GRS 1, #15)</p> <p>Files that have been inactive for at least six months will be retired to Agency Records Center and held for an additional eighteen months. At the end of this time, files will be destroyed. Should file be recalled because of recontact it will be done so on a permanent basis.</p> <p>Files that have been inactive for at least six months will be retired to Agency Records Center and held for an additional thirty months. At the end of this time, files will be destroyed.</p> <p>Retain in immediate work area. When file has been inactive for three years, it will be reviewed by division representative for possible destruction. If it is deemed necessary to retain for a longer period, it will be done so in immediate work area until such time as it is no longer needed; then it will be destroyed.</p> <p>File will be forwarded to RID for transmittal to Records Center two months after becoming inactive.</p> <p>If after two months no acknowledgment is received, file is transferred to "a" or "d" above according to whether or not there is sufficient information to identify the individual.</p> |

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9

| ITEM NO. | FILES IDENTIFICATION                                                                                                                                                                                                                                                                                                                                    | VOLUME         | DISPOSITION INSTRUCTIONS                                                                                                                                                                                                                                                   |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7.       | <p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9</p> <p><b>OFFICIAL PERSONNEL FOLDERS</b></p> <p>Consists of official personnel folders on individuals presently awaiting full clearance who are on duty in the Pool as well as folders on other employees which are being reviewed or being acted on for one reason or another.</p> | 2.2            | Temporary. Forward to OP/File Room when no longer needed.                                                                                                                                                                                                                  |
| 8.       | <p><b>SUMMER ONLY FILE</b></p> <p>Consists of official personnel folders of former employees as well as official applicant files on individuals being considered for summer employment with the Agency.</p>                                                                                                                                             | ---            | Temporary. If individual enters on duty, forward file to OP/File Room; otherwise file will be disposed of in accordance with item 6.                                                                                                                                       |
| 9.       | <p><b>ACQUISITIONS LISTS</b></p> <p>Consists of copies of daily lists of applicant files banked showing name, skill, language(s), age, sex, etc. Listings are compiled from item 3i.</p>                                                                                                                                                                | .8             | Temporary. Retain in immediate work area for reference purposes. Destroy when no longer needed.                                                                                                                                                                            |
| 10.      | <p><b>MEDICAL ENVELOPES</b></p> <p>Consists of envelopes forwarded by applicants with Agency application forms.</p>                                                                                                                                                                                                                                     | 2.0            | Temporary. Retain in immediate work area until action taken on application. If individual is put into process, envelope is to be forwarded to Office of Medical Services. If individual is cancelled, envelope becomes part of inactive file and is retired under item 6d. |
| 11.      | <p><b>MACHINE LISTINGS</b></p> <p>a. These periodic listings contain name and pertinent information on all retired applicant files on whom Security has not been initiated and the file has been forwarded for RID disposition.</p> <p>b. Consists of certain Agency machine listings used for reference.</p>                                           | 4.0<br><br>3.0 | <p>Temporary. Destroy upon receipt of current listing. Issued semi-annually.</p> <p>Temporary. Destroy when revised, obsolete, or no longer needed except certain controlled listings which must be returned to SRB/CD/OP.</p>                                             |

| ITEM NO.                                                                                                                                                                  | FILES IDENTIFICATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | VOLUME           | DISPOSITION INSTRUCTIONS                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------------------------------------------------------------------------|
| Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                  |                                                                                      |
| 12.                                                                                                                                                                       | <b>INFORMATION FILE</b><br><br>Consists of alphabetical file on individuals requesting employment information on the Agency for school projects and other reasons.<br>(1969)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 3.0              | Temporary. Destroy when three months old.                                            |
| 13.                                                                                                                                                                       | <b>BRIEFING MATERIAL</b><br><br>Consists of certain Agency regulatory issuances and other material which are required reading for all new employees entering on duty.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 5.5 ✓            | Temporary. Destroy when revised, obsolete, or no longer required reading.            |
| 14.                                                                                                                                                                       | <b>ORIENTATION FOLDERS</b><br><br>Individual folders containing information accumulated by Pool personnel during Agency orientation for their own use. Filed alpha.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 4.0              | Temporary. Upon permanent assignment, material is given to employee for disposition. |
| 15.                                                                                                                                                                       | <b>REFERENCE MATERIAL</b><br><br>a. Consists of copies of selected correspondence maintained for possible future use as guides. Included are such items as sample cover letters used under unique circumstances as well as samples of routine correspondence. Copy of these guides is maintained by each person responsible for correspondence preparation.<br><br>b. Consists of brochures on housing, recreation, local colleges, and other matters of interest to individuals newly arrived in the area as well as Agency regulatory issuances, test samples, log books, Federal Personnel Manuals, OFMs, classification standards, OTR and Support Bulletins, Zip Code directories, and other material used for reference purposes. | 2.0 ✓            | Temporary. Destroy when revised or no longer needed for reference purposes.          |
|                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 11.5 ✓           | Temporary. Destroy when revised, obsolete, or no longer needed.                      |
| APPROVED: <span style="border: 1px solid black; display: inline-block; width: 150px; height: 30px; vertical-align: middle;"></span><br>CIA Records Administration Officer |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 206.8            |                                                                                      |
|                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Date 23 Dec 1969 |                                                                                      |
| Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                  |                                                                                      |

MMPD

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9

11 February 1969

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT : Records Control Schedule 40-69 for Mobilization  
and Military Personnel Division, Office of  
Personnel

RESCINDS : Records Control Schedule 40-63 dtd 5 Nov 63 for  
MMPD/OP

1. Attached hereto is Records Control Schedule 40-69 for  
the Mobilization and Military Personnel Division, Office of  
Personnel.

2. This schedule was rewritten in order to update items to  
reflect current functions of the division. For your information  
to date this division has purged 135 feet of records. Only forty  
one feet has been returned to the Records Center.

3. Your approval of this schedule would be appreciated.

RAO/OP

Attachment:

RCS 40-69 for  
MMPD/OP

AT  
APPROVED:

CIA Records Administration Officer

18 Mar 69  
Date

RECORDS CONTROL SCHEDULE 1505/11/21 : CIA-RDP78-00487A000100300001-9

SCHEDULE NO.

OFFICE, DIVISION, BRANCH

Office of Personnel, Mobilization and Military Personnel  
Division

Chief, MMPD/OP


11 Feb 1969

| ITEM NO. | FILES IDENTIFICATION<br>(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | VOLUME<br>(CUBIC FT.)   | DISPOSITION INSTRUCTIONS                                                                                                                                                                         |
|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.       | DIVISION SUBJECT FILES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                         |                                                                                                                                                                                                  |
|          | <p>a. Consists of policy and procedures including directives and other documents which establish precedence for continuing action. Included in this file is correspondence with Department of Defense, Office of Defense Mobilization and other government agencies as well as reports and studies pertaining to present and future requirements, including mobilization requirements. Also in this file is material dealing with the Agency civilian reserve program, liaison, policy and procedures relating to various stations and posts, division annual reports, and material documenting the history of MMPD.<br/>(1953 - )</p> <p>b. Consists of correspondence and memoranda used in administering the daily activities of MMPD. These files are of a routine nature and consist of such items as activity reports, chrono files and requests for administrative-type services.<br/>(1965 - )</p> | <p>12.3</p> <p>21.7</p> | <p>Permanent. When no longer needed for current reference, screen and destroy valueless papers. Forward to Records Center.</p> <p>Temporary. Cut off annually. Destroy when three years old.</p> |
| 2.       | CIVILIAN RESERVE FILES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                         |                                                                                                                                                                                                  |
|          | <p>a. This file contains questionnaires completed by former Agency employees, indicating interest and availability for Agency civilian reserve program. Filed alphabetically.</p> <p>b. This 3x5 card is retained on all individuals queried. Information includes name, address,</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <p>.5</p> <p>.2</p>     | <p>Temporary. Destroy when no longer needed.</p> <p>Temporary. Destroy when no longer needed.</p>                                                                                                |

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9



| ITEM NO. | FILES IDENTIFICATION                                                                                                                                                                                                                                                                                                                     | VOLUME | DISPOSITION INSTRUCTIONS                                                              |
|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|---------------------------------------------------------------------------------------|
|          | Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9                                                                                                                                                                                                                                                                         |        |                                                                                       |
|          | date of birth, EOD date, grade, office of assignment when employed, and reason for separation.                                                                                                                                                                                                                                           |        |                                                                                       |
| 3.       | SELECTIVE SERVICE FILE                                                                                                                                                                                                                                                                                                                   |        |                                                                                       |
|          | a. Consists of correspondence dealing with occupational deferments and permission to leave the country on official business. File contains Selective Service Action Requests (form 575) and correspondence with the Director of Selective Service. Appropriate papers are placed in official personnel folder.                           | 2.0    | Temporary. Destroy when no longer needed. (GRS 1, #19)                                |
|          | b. Selective Service Record Control File - form 575a, provides a basic reference, index and action record of selective service deferment actions taken relative to Agency employees. Forms contain pertinent data on employee. Filed alpha.                                                                                              | .2     | Temporary. Destroy cards on individuals who are no longer associated with the Agency. |
| 4.       | WAR PLANS FILE                                                                                                                                                                                                                                                                                                                           |        |                                                                                       |
|          | Consists of estimates on country and area war plans used as a basis for preparing estimates on personnel requirements. File contains summaries of the mobilization plans, including the mission, cover, types of personnel required, operation plans, and similar material which becomes annexes to the Master Plan held by the DD/P. ?? | 1.0    | Temporary. Destroy when no longer needed.                                             |
| 5.       | FUNDS FILE                                                                                                                                                                                                                                                                                                                               |        |                                                                                       |
|          | Army and Air Force Unit Fund File consists of vouchers, cancelled checks, bank deposit slips, bank statements, and similar material used to account for monies received for and expended from Unit Funds. Filed organizationally by unit.<br>(1959 - )                                                                                   | .4     | Temporary. Destroy two years after audit.                                             |
|          | Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9                                                                                                                                                                                                                                                                         |        |                                                                                       |

| ITEM NO. | FILES IDENTIFICATION                                                                                                                                                                                                                                                                                                                                                                                                                                                    | VOLUME                       | DISPOSITION INSTRUCTIONS                                                                                                                                                                                                                                                                                                                                                      |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|          | Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9                                                                                                                                                                                                                                                                                                                                                                                                        |                              |                                                                                                                                                                                                                                                                                                                                                                               |
| 6.       | ADMINISTRATIVE ORDERS FILE<br><br>These orders serve as documentation for official travel of both civilian and military personnel, assignments to active duty, shipment of household effects, promotions, special assignments, etc. Submitted to appropriate branch of service. Arranged organizationally and numerically.<br><br>a. General Orders<br><br>b. Special Orders<br><br> | .2<br><br><br><br><br><br>.8 | Permanent. Cut off end of each year and transfer to Records Center. (AR 345-210, File No. 205-02)<br><br><br><br><br><br>Temporary. Cut off end of each year and forward to Records Center. Destroy when fifteen years old. (AR 345-210, File No. 205-02.1)<br><br>Permanent. Cut off end of each year and transfer to Records Center. (AFM 181-5, Chap. 23 - Para 230107(b)) |
| 7.       | MORNING REPORTS FILE<br><br>Consists of DA Form 1 which serves as daily accounting for all Army personnel in each unit. Copies of this form forwarded to parent organization as required by regulation. Filed chrono. (1967 - )                                                                                                                                                                                                                                         | .5                           | Temporary. Destroy when one year old.                                                                                                                                                                                                                                                                                                                                         |
| 8.       | PERSONNEL PROCESSING FILES<br><br>Consists of military personnel case files on individuals being security cleared and processed for possible assignment to the Agency. Filed alphabetically.                                                                                                                                                                                                                                                                            | 4.5                          | Temporary. Upon EOD, incorporate in official Agency file. If processing is cancelled, place in inactive file. Forward to Records Center and destroy when two years old. (GRS 1, #15)                                                                                                                                                                                          |
|          | Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9                                                                                                                                                                                                                                                                                                                                                                                                        |                              |                                                                                                                                                                                                                                                                                                                                                                               |

| ITEM NO.                                                         | FILES IDENTIFICATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | VOLUME                  | DISPOSITION INSTRUCTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9.                                                               | <p>MILITARY PERSONNEL FOLDER FILES</p> <p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9</p> <p>a. Official field file for military personnel assigned to the Agency. File contains current case history of the individual and papers which document his military service.<br/>(Current)</p> <p>b. Agency military personnel folders comprised of papers which document the affiliation of personnel with the Agency. File includes correspondence and related records pertaining to the assignment, memorandum of understanding, security clearance, personnel actions, etc. Filed alphabetically.<br/>(Current)</p> | <p>17.0</p> <p>22.5</p> | <p>Temporary. Screen for sensitive material and return to parent service upon termination of assignment of individual.</p> <p>Temporary. Upon termination of assignment screen and destroy irrelevant material. If converted to staff employment, forward to OP File Room. If not, place in inactive file. After one year transfer to Agency Records Center and destroy 75 years after birth of employee or 60 years after date of earliest document in the folder if date of birth cannot be ascertained. (GRS 1, #1)</p> |
| 10.                                                              | <p>AIR FORCE ASSIGNMENT FOLDERS</p> <p>These files are maintained on all assigned Air Force personnel separating from Agency service. File contains various items relating to pending reassignment.<br/>(Current)</p>                                                                                                                                                                                                                                                                                                                                                                                                                   | 2.2                     | Temporary. When reassignment is completed, place in inactive file. Retain one year and destroy.                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 11.                                                              | <p>RESERVE FILES</p> <p>a. Consists of case files on Agency reservists containing papers pertaining to reserve status and participation in the Agency's reserve program. Filed alpha. by branch of service.<br/>(Current)</p> <p>b. Consists of reserve attendance rosters prepared in conformance with Army regulations.</p>                                                                                                                                                                                                                                                                                                           | <p>17.5</p> <p>.5</p>   | <p>Temporary. Files on personnel assigned to Field stations retained pending return; then reactivated. Files on personnel discharged from the program will be filed in an inactive file. Inactive files will be cut off end of each year and destroyed two years thereafter.</p> <p>Permanent as required by AR 345-215. Cut off end of each year. Hold one year and transfer to Army Records Center.</p>                                                                                                                  |
| Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

| ITEM NO. | FILES IDENTIFICATION                                                                                                                                                                                                           | VOLUME | DISPOSITION INSTRUCTIONS                                                                      |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-----------------------------------------------------------------------------------------------|
|          | Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9                                                                                                                                                               |        |                                                                                               |
| 12.      | CARD FILES                                                                                                                                                                                                                     |        |                                                                                               |
|          | a. Consists of cards maintained as locator on all military personnel assigned to Agency units. Cards contain individual's name, unit, and mailing address.                                                                     | .1     | Temporary. Destroy one year after departure of individual.                                    |
|          | b. Consists of personnel data cards (5x8) prepared on Army, Navy, and Marine Corps personnel who have been assigned to the Agency. Cards contain name, rank, serial no., dates of assignment, etc.<br>(1947 - )                | 2.4    | Temporary. Retain in office area for reference purposes until no longer needed; then destroy. |
|          | c. Consists of cards showing name, rank, serial no., reserve points earned, courses taken, promotion dates, etc.                                                                                                               | .7     | Temporary. Retain in office area for reference purposes until no longer needed; then destroy. |
|          | d. Consists of pay record cards on military personnel. Cards used to maintain up-to-date pay authorizations and contain such information as base pay, longevity, allotments, withholding tax, social security deductions, etc. | .1     | Temporary. Destroy upon reassignment of individual.                                           |
|          | e. Consists of IBM cards showing coded data on Air Force personnel as follows:                                                                                                                                                 |        |                                                                                               |
|          | 1. Record of leave                                                                                                                                                                                                             | .6     | Temporary. Retain on fiscal year basis. Hold one year and destroy.                            |
|          | 2. Air Force personnel associated with Agency                                                                                                                                                                                  | .8     | Temporary. Retain in office area for reference purposes until no longer needed; then destroy. |
|          | 3. Uniform officer and airmen enlisted records - corrections                                                                                                                                                                   | .6     | Temporary. Destroy ninety days after becoming inactive.                                       |
| 13.      | TRAINING MATERIAL                                                                                                                                                                                                              |        |                                                                                               |
|          | Consists of course material for training of Agency reservists. Back-up material for these courses for instructional purposes is made up in kits for students. Also included in this file is                                    | 50.0   | Temporary. Destroy when superseded or no longer needed.                                       |
|          | Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9                                                                                                                                                               |        |                                                                                               |

| ITEM NO. | FILES IDENTIFICATION                                                                                                                                                                                                                      | VOLUME | DISPOSITION INSTRUCTIONS                                                                                                                                                  |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|          | Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9<br>material on inactive training programs and tapes used in courses.                                                                                                     |        |                                                                                                                                                                           |
| 14.      | TOP SECRET MATERIAL                                                                                                                                                                                                                       |        |                                                                                                                                                                           |
|          | a. Top Secret documents (WAR PLANS)                                                                                                                                                                                                       | .8     | Temporary. Destroy when obsolete.                                                                                                                                         |
|          | b. Record of receipt and dispatch of top secret material. Filed by TS number.                                                                                                                                                             | .1     | Temporary. Destroy ten years after document is downgraded, destroyed or sent outside control point.                                                                       |
| 15.      | DOCUMENT RECEIPT FILES                                                                                                                                                                                                                    |        |                                                                                                                                                                           |
|          | Consists of registered and certified mail receipts - DD Form 434 and POD Form 3883. Filed chronologically.                                                                                                                                | .2     | Temporary. Destroy when two years old.                                                                                                                                    |
| 16.      | REFERENCE MATERIAL                                                                                                                                                                                                                        |        |                                                                                                                                                                           |
|          | a. Consists of Agency regulatory issuances and machine listings as well as log books and unclassified published material such as Army and Air Force regulations, circulars, pamphlets, manuals and handbooks used for reference purposes. | 61.8   | Temporary. Destroy when superseded, obsolete, or no longer needed.                                                                                                        |
|          | b. Library-type material maintained for use by Agency reservists as reference.                                                                                                                                                            | 34.0   | Temporary. Return to source when no longer needed.                                                                                                                        |
|          |                                                                                                                                                                                                                                           | 256.2  |                                                                                                                                                                           |
|          |                                                                                                                                                                                                                                           |        | APPROVED: <span style="border: 1px solid black; display: inline-block; width: 150px; height: 40px; vertical-align: middle;"></span><br>CIA Records Administration Officer |
|          |                                                                                                                                                                                                                                           |        | 18 Mar 69<br>Date                                                                                                                                                         |

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9

487A000100300001-9

Plans &  
Control

PLANS

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9

5 November 1968

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT : Revised Records Control Schedule 40-68 for  
Plans & Analysis Division, Office of Personnel

RESCINDS : Records Control Schedule 40-64 for Plans & Review  
Staff, Office of Personnel

1. Attached hereto is Records Control Schedule 40-68 for the Plans & Analysis Division, Office of Personnel. In addition, this schedule also covers the Office of the DD/Personnel for Plans and Control.

2. This schedule was rewritten in order to update and make modifications where necessary. In particular, items 5a and b have been combined and a definite disposition instruction has been established.

3. Your approval is requested.

RAO/OP

Attachment:  
RCS 40-68 for  
PAD/OP

25X

RAO



RECEIVED CONFIDENTIAL 05/11/21 : CIA-RDP78-00487A000100300001-9

SCHEDULE NO.

25X

CONCURRENCE

OFFICE, DIVISION, BRANCH

Office of Personnel, Plans & Analysis Division

Chief, PAD/OP

5 NOV 1966

ITEM NO.

FILES IDENTIFICATION  
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME  
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

1. DIVISION SUBJECT FILES

a. Consists of materials accumulated in providing support to the Director of Personnel in the development, review, and evaluation of Agency policies and programs. Included in this file are staffing plans, special projects and activities assigned to Office of Personnel for research, development and/or implementation. Subject matter is variable and pertains to many phases of personnel management or manpower controls. File includes special reports, studies, projects and surveys dealing with Mid-Career and CT Programs, succession problems, promotions and time-in-grade of employees, development of fitness or evaluation reports, minority groups, honor and merit awards, short-of-tour, etc.

b. Consists of budgetary estimates, training requests, chrono files, T&A records, and other material of a routine administrative nature.  
(1965 - )

2. PERSONNEL ADVISORY BOARD

Consists of minutes of meetings, agenda, and various papers accumulated by Board in its function of assisting Director of Personnel in the development of personnel policy proposals and in studying, reviewing, or coordinating other significant matters affecting personnel management and administration in the Agency.

12.7

Permanent. Upon completion of project, program, assigned activity, or study screen and destroy valueless papers and place remainder in inactive file. When no longer needed for current reference retire to Records Center.  
(Eggs + 9-1-3)

2.2

Temporary. Cut off annually. Destroy when two years old.  
(S-11)

.3

Permanent. Retain in immediate work area as long as needed. Then retire to Records Center.  
(Eggs + 9-1-3)

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9





PMCO

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9

28 January 1969

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT : Revised Schedule 40-69 for Position Management  
and Compensation Division/Office of Personnel

RESCINDS : Records Control Schedule 40-64 dtd 16 Mar 64

1. Attached hereto is Records Control Schedule 40-69 for the  
Position Management and Compensation Division/Office of Personnel.

2. This schedule was rewritten in order to update items and  
establish definite retention periods for certain files.

3. It is requested that this schedule be approved at the  
earliest possible date.

RAO/OP

Attachment:  
RCS 40-69, PMCD/OP

AT  
APPROVED:

CIA Records Administration Officer

3 Feb 1969  
Date

STA

RECEIVED FOR RELEASE 2005/11/21 : CIA-RDP78-00487A000100300001-9

SCHEDULE NO.

CONCURRENCE

OFFICE, DIVISION, BRANCH

Office of Personnel, Position Management and Compensation  
Division

Chief, PMCD/OP

28 January 1969

| ITEM NO. | FILES IDENTIFICATION<br>(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | VOLUME<br>(CUBIC FT.)                                     | DISPOSITION INSTRUCTIONS                                                                                                                                                                                                                                                                                                               |
|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.       | <b>DIVISION SUBJECT FILES</b><br><br>a. Consists of policy planning documents, reports, staff studies, and other papers used in administering PMCD. Included in this file is correspondence, copies of directives and laws involving supergrade positions, wage administration, and the Agency's program of position evaluation.<br><br>b. This administrative-type file includes weekly reports containing statistics on position audits, chrono files, requests for administrative services and other routine matters.<br>(1966 - )<br><br>c. Correspondence and other material dealing with various area divisions within DD/P. | 9.0<br><br><br><br><br><br><br><br>3.0<br><br><br><br>4.0 | Permanent. Screen periodically and destroy valueless papers. Retain remainder in immediate work area until no longer needed for current reference; then retire to Records Center.<br><br><br><br>Temporary. Cut off annually. Destroy when two years old.<br><br>Temporary. Screen periodically and destroy material no longer needed. |
| 2.       | <b>SUPERGRADE FILE</b><br><br>This file includes all material (excluding survey reports) relating to supergrade positions, i.e., job sheets, job information and background as well as organizational listings of positions and personnel and grade level statistics.                                                                                                                                                                                                                                                                                                                                                              | 5.0                                                       | Temporary. Screen periodically and destroy material no longer needed.                                                                                                                                                                                                                                                                  |
| 3.       | <b>POSITION DESCRIPTION FILE</b><br><br>a. Consists of forms 387 and 387a, Position Description forms, on all positions, excluding supergrades. Filed organizationally and by grade thereunder.<br>(Current)                                                                                                                                                                                                                                                                                                                                                                                                                       | 14.3                                                      | Temporary. When position is abolished or description becomes obsolete place in inactive file. Hold five years and destroy. (GRS 1, Item 7)                                                                                                                                                                                             |

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9

| ITEM NO.                                                         | FILES IDENTIFICATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | VOLUME         | DISPOSITION INSTRUCTIONS                                                                                                                                               |
|------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                  | <p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9</p> <p>b. Job information file consists of correspondence relating to position descriptions, including wage board and contains requests for upgrading, transfers, etc. as well as background information such as job comparisons and statistics. Filed organizationally and chronologically.</p>                                                                                                                                                                                                                                                                                                                                                       | 24.5           | Temporary. Screen periodically and destroy material no longer needed.                                                                                                  |
| 4.                                                               | <p>POSITION AND QUALIFICATION STANDARDS FILE</p> <p>a. Consists of "Occupational Handbook of Classification Titles and Codes." Handbook serves as working media for assignment of standard titles and codes to Agency positions for the occupational coding of employee qualifications and as a reference to position statistics. Arranged by occupational code number.</p> <p>b. Consists of copies of Agency position and qualification standards. These standards were developed to serve as working guides for determination of title, occupational code, grade of Agency position and for determination of appropriate qualifications of individuals assigned to positions. Arranged by occupational code number.</p> | 2.2<br><br>2.5 | <p>Temporary. When reissued, destroy extra copies. Retain one copy in immediate work area for reference purposes.</p> <p>Temporary. Destroy when no longer needed.</p> |
| 5.                                                               | <p>STAFFING COMPLEMENT CHANGE AUTHORIZATION, Form 261</p> <p>Consists of signed copies of Form 261 along with authorizing document. Filed by office chronologically.</p> <p>(1967 - )</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 2.0            | Permanent. Place in file of completed requests upon final authorization. When two years old forward to Agency Archives.                                                |
| 6.                                                               | <p>SURVEY REPORTS</p> <p>Survey reports including those on supergrade positions. Contain functional statements, analysis of position grade structures and position titles, brief statements of duties and responsibilities as well as PMCD recommendations. Actual report is used as reference and serves as basis for preparation of position descriptions. Filed alphabetically by office.</p>                                                                                                                                                                                                                                                                                                                           | 2.0            | Permanent. When no longer needed for reference purposes, retire to Records Center.                                                                                     |
| Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                |                                                                                                                                                                        |

| ITEM NO. | FILES IDENTIFICATION                                                                                                                                                                                                                                                                                                                                                                                                     | VOLUME | DISPOSITION INSTRUCTIONS                                                                                                                                                                                                                      |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7.       | <p>WAGE ADMINISTRATION FILE</p> <p>Consists of copies of wage schedules, copies of notifications of approval of schedules, lists of pay rates forwarded to field offices, and related correspondence. Information includes locality wage rates for specific occupations such as trade or craft, consultants, indigenous labor, etc. Wage schedules are reviewed and approved for Agency use. Filed organizationally.</p> | 2.0    | Permanent. Screen periodically and destroy material no longer needed. Certain portions of this file, namely GA and GP schedules, will be forwarded to Records Center when no longer needed for current reference.                             |
| 8.       | <p>MACHINE LISTINGS</p> <p>a. Consists of various machine listings including occupational categories of Agency positions, information on grade utilization and number of incumbents in each grade.</p> <p>b. Position Control Register</p>                                                                                                                                                                               | 1.8    | Temporary. Destroy upon receipt of current listing.                                                                                                                                                                                           |
|          |                                                                                                                                                                                                                                                                                                                                                                                                                          | 5.1    | Temporary. Return to SRE/CD/OP when no longer needed.                                                                                                                                                                                         |
| 9.       | <p>REFERENCE MATERIAL</p> <p>Consists of Agency regulatory issuances, OPMs, Federal Personnel Manual, Civil Service Commission standards as well as other guides used as background and reference.</p>                                                                                                                                                                                                                   | 44.8   | Temporary. Destroy when obsolete, superseded, or no longer needed.                                                                                                                                                                            |
|          |                                                                                                                                                                                                                                                                                                                                                                                                                          | 122.2  | <p>APPROVED: <span style="border: 1px solid black; display: inline-block; width: 150px; height: 50px; vertical-align: middle;"></span></p> <p>CIA Records Administration Officer</p> <p style="text-align: right;">Date <u>3 Feb 1969</u></p> |



CD

10 February 1969

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT : Records Control Schedule 40-69 for Qualifications  
Analysis Branch, CD/OP

RESCINDS : Records Control Schedule 40-65 dtd 23 Sept 1965  
for QAB  
Records Control Schedule 40-64 dtd 14 Oct 1964  
for Admin Staff/OP, Items 8, 9, and 10 only

1. Attached hereto is Records Control Schedule 40-69 for the Qualifications Analysis Branch, CD/OP. Also included in this schedule are records for the office of the Chief, Control Division which now includes the records management function within the Office of Personnel.

2. Your approval is requested.

STA

[Redacted Signature Box]

RAO/OP

Attachment:

RCS 40-69 for  
QAB/CD/OP

AT

APPROV

[Redacted Signature Box]

CIA Records Administration Officer

*20 Feb 1969*  
Date

RECORDS CONTROL Series 2005/11/21 : CIA-RDP78-00487A000100300001-9

SCHEDULE NO.

87A000100300001-9

OFFICE, DIVISION, BRANCH

Office of Personnel, Qualifications Analysis Branch  
including office of Chief, Control Division

TITLE

Chief, CD/OP

DATE

12 Oct 1969

ITEM  
NO.

FILES IDENTIFICATION  
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME  
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

1. SUBJECT FILES

a. Consists of material dealing with coding, conversions, educational background of Agency employees, War College graduates, and other matters. Also contained in this file are briefing materials and files pertaining to the over-all function of the Control Division which includes Transactions and Records as well as Statistical Reporting Branch in addition to QAB.

5.0

Temporary. Screen periodically. Destroy material no longer needed. Retain remainder in current files area.

b. Consists of program calls, T&A information, training requests, requests for profiles, weekly reports and other matters of a routine nature.

2.5

Temporary. Cut off annually. Destroy when three years old.

2. QUALIFICATIONS CODING FILE

a. Consists of Form 444j, Qualification Inventory, completed by all Agency employees. This form updated the Personal History Statement from time of employee's entrance on duty. After initial update, Form 444n, Qualifications Update, is used on an annual basis to keep employee's biographic and personal data current.

5.0

Temporary. When qualifications record change is submitted, forms are filed in employee's official personnel folder.

b. Consists of copies of Form 1962, Master Qualifications Coding Record, and Form 1962a, Qualifications Record Change, which are used in coding qualifications and changes in information already coded. These sheets are forwarded to TRB in order to prepare computer input which is sent to OCS for inclusion in Qualifications Register.

16.8

Temporary. Retain in immediate work area until no longer needed; then destroy.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9

| ITEM NO.                                                                                                                                                                                                                                                                                                                                                                        | FILES IDENTIFICATION        | VOLUME | DISPOSITION INSTRUCTIONS                                                                                                                                                                    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9                                                                                                                                                                                                                                                                                                                |                             |        |                                                                                                                                                                                             |
| 3.                                                                                                                                                                                                                                                                                                                                                                              | BIOGRAPHIC PROFILES         | 57.5   | Temporary. Destroy only when all information is typed on new master or when employee is separated from the Agency.                                                                          |
| <p>Consists of the original master copies of Form 1200, Biographic Profile, prepared by QAB which are used for reproduction purposes. The biographic profile serves as an authenticated current source of information on Agency personnel to be used in lieu of OFF when possible for assignment, selection, career planning, and long-term training. Filed alphabetically.</p> |                             | 57.5   | Temporary. Destroy only when all information is typed on new master or when employee is separated from the Agency.                                                                          |
|                                                                                                                                                                                                                                                                                                                                                                                 |                             | 57.5   | Temporary. Destroy only when all information is typed on new master or when employee is separated from the Agency.                                                                          |
| 4.                                                                                                                                                                                                                                                                                                                                                                              | CARD FILE                   | 3.9    | Temporary. Complete new deck of cards issued quarterly at which time present deck is destroyed.                                                                                             |
| <p>Consists of 5x8 cards containing coded biographic and qualification information on employees and applicants.</p>                                                                                                                                                                                                                                                             |                             | 3.9    | Temporary. Complete new deck of cards issued quarterly at which time present deck is destroyed.                                                                                             |
|                                                                                                                                                                                                                                                                                                                                                                                 |                             | 3.9    | Temporary. Complete new deck of cards issued quarterly at which time present deck is destroyed.                                                                                             |
| 5.                                                                                                                                                                                                                                                                                                                                                                              | RECORDS ADMINISTRATION FILE | 1.5    | Temporary. Screen periodically and destroy valueless papers. Retain remainder in immediate work area.                                                                                       |
| <p>These files consist of material relating to the Records Management and Vital Materials Programs of the Agency. Included in these files are schedules, annual inventories, procedures and all correspondence relating to both programs. Also included are lists of all deposits at the Records Center and in the Vital Materials Repository.</p>                              |                             | 1.5    | Temporary. Screen periodically and destroy valueless papers. Retain remainder in immediate work area.                                                                                       |
|                                                                                                                                                                                                                                                                                                                                                                                 |                             | 1.5    | Temporary. Screen periodically and destroy valueless papers. Retain remainder in immediate work area.                                                                                       |
| 6.                                                                                                                                                                                                                                                                                                                                                                              | SPECIAL PRINTING FILE       | 1.5    | Temporary. Screen periodically and destroy material no longer needed. Retain remainder in current files area.                                                                               |
| <p>Consists of files covering special printing requests. Included in these files are reproduction requisitions and miscellaneous material relating thereto. Filed by division.</p>                                                                                                                                                                                              |                             | 1.5    | Temporary. Screen periodically and destroy material no longer needed. Retain remainder in current files area.                                                                               |
|                                                                                                                                                                                                                                                                                                                                                                                 |                             | 1.5    | Temporary. Screen periodically and destroy material no longer needed. Retain remainder in current files area.                                                                               |
| 7.                                                                                                                                                                                                                                                                                                                                                                              | FORMS CONTROL FILE          | 6.0    | Temporary. When form is made obsolete, destroy papers no longer needed. Place in inactive file and retain in immediate work area until no longer needed for future reference; then destroy. |
| <p>Consists of case files maintained on all forms used and pertaining to the management of Agency personnel. These files contain samples, concurrences, copies of requests for revision, reproduction requisitions, and all working papers</p>                                                                                                                                  |                             | 6.0    | Temporary. When form is made obsolete, destroy papers no longer needed. Place in inactive file and retain in immediate work area until no longer needed for future reference; then destroy. |
|                                                                                                                                                                                                                                                                                                                                                                                 |                             | 6.0    | Temporary. When form is made obsolete, destroy papers no longer needed. Place in inactive file and retain in immediate work area until no longer needed for future reference; then destroy. |
| Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9                                                                                                                                                                                                                                                                                                                |                             |        |                                                                                                                                                                                             |

| ITEM NO. | FILES IDENTIFICATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | VOLUME                                                                                                                                                                     | DISPOSITION INSTRUCTIONS                                                                                                |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
|          | Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                            |                                                                                                                         |
|          | pertaining to that particular form. Arranged numerically by form number.                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                            |                                                                                                                         |
| 8.       | PERSONNEL FOLDERS - OFFICIAL AND APPLICANT<br><br>Consists of Official Personnel Folders as well as Official Applicant Files on loan which are being used to work up coding information and, in the case of employees, biographic profiles also.<br>(Current)                                                                                                                                                                                                                                                                         | 33.5                                                                                                                                                                       | Temporary. Return OPF to File Room when no longer needed; applicant file should be returned to Placement Division.      |
| 9.       | REFERENCE MATERIAL<br><br>Consists of certain machine listings such as combined alpha., occupational code, military reservists, true accessions, separations, name changes and training rosters as well as occupational and procedural handbooks, qualification registers and code books outlining classification coding and record system containing numerical code used in coding employee and applicant qualifications, regulatory issuances, OPMS, OTR and Support Bulletins and other material used as background and reference. | 20.5                                                                                                                                                                       | Temporary. Destroy when superseded, obsolete, or no longer needed except Job 105 which will be returned to C/SRB/CD/OP. |
|          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 153.7                                                                                                                                                                      |                                                                                                                         |
|          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <div style="display: flex; justify-content: space-between;"> <div> APPROVED:<br/><br/> CIA Records Administration Officer </div> <div> 20 Feb 1969<br/> Date </div> </div> |                                                                                                                         |

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| DATE       | TIME  | LOCATION | ACTIVITY | REMARKS |
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| 10/10/2023 | 09:00 | ...      | ...      | ...     |
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| 10/10/2023 | 11:00 | ...      | ...      | ...     |
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| 10/10/2023 | 15:30 | ...      | ...      | ...     |
| 10/10/2023 | 16:00 | ...      | ...      | ...     |
| 10/10/2023 | 16:30 | ...      | ...      | ...     |
| 10/10/2023 | 17:00 | ...      | ...      | ...     |
| 10/10/2023 | 17:30 | ...      | ...      | ...     |
| 10/10/2023 | 18:00 | ...      | ...      | ...     |
| 10/10/2023 | 18:30 | ...      | ...      | ...     |
| 10/10/2023 | 19:00 | ...      | ...      | ...     |
| 10/10/2023 | 19:30 | ...      | ...      | ...     |
| 10/10/2023 | 20:00 | ...      | ...      | ...     |
| 10/10/2023 | 20:30 | ...      | ...      | ...     |
| 10/10/2023 | 21:00 | ...      | ...      | ...     |
| 10/10/2023 | 21:30 | ...      | ...      | ...     |
| 10/10/2023 | 22:00 | ...      | ...      | ...     |
| 10/10/2023 | 22:30 | ...      | ...      | ...     |
| 10/10/2023 | 23:00 | ...      | ...      | ...     |
| 10/10/2023 | 23:30 | ...      | ...      | ...     |
| 10/10/2023 | 00:00 | ...      | ...      | ...     |
| 10/10/2023 | 00:30 | ...      | ...      | ...     |
| 10/10/2023 | 01:00 | ...      | ...      | ...     |
| 10/10/2023 | 01:30 | ...      | ...      | ...     |
| 10/10/2023 | 02:00 | ...      | ...      | ...     |
| 10/10/2023 | 02:30 | ...      | ...      | ...     |
| 10/10/2023 | 03:00 | ...      | ...      | ...     |
| 10/10/2023 | 03:30 | ...      | ...      | ...     |
| 10/10/2023 | 04:00 | ...      | ...      | ...     |
| 10/10/2023 | 04:30 | ...      | ...      | ...     |
| 10/10/2023 | 05:00 | ...      | ...      | ...     |
| 10/10/2023 | 05:30 | ...      | ...      | ...     |
| 10/10/2023 | 06:00 | ...      | ...      | ...     |
| 10/10/2023 | 06:30 | ...      | ...      | ...     |
| 10/10/2023 | 07:00 | ...      | ...      | ...     |
| 10/10/2023 | 07:30 | ...      | ...      | ...     |
| 10/10/2023 | 08:00 | ...      | ...      | ...     |
| 10/10/2023 | 08:30 | ...      | ...      | ...     |
| 10/10/2023 | 09:00 | ...      | ...      | ...     |
| 10/10/2023 | 09:30 | ...      | ...      | ...     |
| 10/10/2023 | 10:00 | ...      | ...      | ...     |
| 10/10/2023 | 10:30 | ...      | ...      | ...     |
| 10/10/2023 | 11:00 | ...      | ...      | ...     |
| 10/10/2023 | 11:30 | ...      | ...      | ...     |
| 10/10/2023 | 12:00 | ...      | ...      | ...     |
| 10/10/2023 | 12:30 | ...      | ...      | ...     |
| 10/10/2023 | 13:00 | ...      | ...      | ...     |
| 10/10/2023 | 13:30 | ...      | ...      | ...     |
| 10/10/2023 | 14:00 | ...      | ...      | ...     |
| 10/10/2023 | 14:30 | ...      | ...      | ...     |
| 10/10/2023 | 15:00 | ...      | ...      | ...     |
| 10/10/2023 | 15:30 | ...      | ...      | ...     |
| 10/10/2023 | 16:00 | ...      | ...      | ...     |
| 10/10/2023 | 16:30 | ...      | ...      | ...     |
| 10/10/2023 | 17:00 | ...      | ...      | ...     |
| 10/10/2023 | 17:30 | ...      | ...      | ...     |
| 10/10/2023 | 18:00 | ...      | ...      | ...     |
| 10/10/2023 | 18:30 | ...      | ...      | ...     |
| 10/10/2023 | 19:00 | ...      | ...      | ...     |
| 10/10/2023 | 19:30 | ...      | ...      | ...     |
| 10/10/2023 | 20:00 | ...      | ...      | ...     |
| 10/10/2023 | 20:30 | ...      | ...      | ...     |
| 10/10/2023 | 21:00 | ...      | ...      | ...     |
| 10/10/2023 | 21:30 | ...      | ...      | ...     |
| 10/10/2023 | 22:00 | ...      | ...      | ...     |
| 10/10/2023 | 22:30 |          |          |         |

2 May 1969  
Date

RECORDS CONTROL SCHEDULE 2005/11/21 : CIA-RDP78-00487A000100300001-9

SCHEDULE NO.

25

CONCURRENCE

OFFICE, DIVISION, BRANCH

Office of Personnel, CD/Statistical Reporting Branch

TITLE

Chief, SRB/CD/OP

18 APR 1969

| ITEM NO. | FILES IDENTIFICATION<br>(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | VOLUME<br>(CUBIC FT.) | DISPOSITION INSTRUCTIONS                                                                                                                                                                          |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.       | <b>BRANCH SUBJECT FILES</b><br><br>Consists of work orders, requisitions, weekly activity reports, chrono files as well as general correspondence accumulated in administration of branch activities.                                                                                                                                                                                                                                                                                                                                                                   | 2.3                   | Temporary. Cut off annually. Destroy when two years old.                                                                                                                                          |
| 2.       | <b>PERSONNEL STUDIES</b><br><br>Consists of personnel studies along with working papers and other related material accumulated in their preparation. These studies deal with various personnel matters and are prepared at the request of various senior Agency officials.                                                                                                                                                                                                                                                                                              | 3.0                   | Temporary. Destroy when five years old or sooner if no longer needed for reference purposes.                                                                                                      |
| 3.       | <b>PERSONNEL REPORTS FILE</b><br><br>Consists of periodic and special reports required on various phases of personnel administration. Also included are worksheets created in the course of compiling statistics and preparing reports. Filed by type of report and chronologically thereunder.<br><br>a. Personnel Strength Quarterly Statistical Review and Supplements (prior to 1969)<br><br>b. Annual Statistical Reference Reports (continuation of "a" above)<br><br>c. Fiscal Year Consultant Report contains name, amount, and rate of pay of all consultants. | 26.3                  | Permanent. Retain in Agency Archives.<br><br>Permanent. When five years old transfer to Agency Archives.<br><br>Permanent. Retain in current files area two years; then retire to Records Center. |

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| ITEM NO. | FILES IDENTIFICATION                                                                                                                            | VOLUME | DISPOSITION INSTRUCTIONS                                                                                                                                |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
|          | d. "Eyes Only" Strength Report                                                                                                                  |        | Permanent. Retain in current files area five years; then retire to Records Center.                                                                      |
|          | e. Monthly Report of Separations                                                                                                                |        | Permanent. Retain in current files area two years; then retire to Records Center.                                                                       |
|          | f. Age and Grade Distribution Report                                                                                                            |        | Permanent. Retain June-Dec. copies in current files area for five years. When five years old retire December copy to Records Center, destroy June copy. |
|          | g. Daily Strength Report used as strength control record.                                                                                       |        | Temporary. Destroy when three months old.                                                                                                               |
|          | h. Career Service Grade Authorization Report showing vacancies by career service and grade thereunder.                                          |        | Temporary. Retain level of three complete calendar years.                                                                                               |
|          | i. Fiscal Year Cumulative Processed Changes. Consists of gains and losses dealing with promotions, separations, reassignments, accessions, etc. |        | Temporary. Retain level of three complete calendar years.                                                                                               |
|          | j. Quarterly Non-Staff Personnel Report shows number on-duty by location ( ) by office.<br>(1965 - )                                            |        | Permanent. When three years old retire to Records Center.                                                                                               |
|          | k. Report on Women Federal Employees in Higher Level Positions, GS-12 and above.<br>(1965 - )                                                   |        | Permanent. When three years old retire to Records Center.                                                                                               |
|          | l. Minority Group Report based on sex and race.<br>(1953 - )                                                                                    |        | Permanent. When three years old retire to Records Center.                                                                                               |
|          | m. Agency ceiling memos and ledger books reflecting T/O and ceiling changes by office.<br>(1952 - )                                             |        | Permanent. When three years old retire to Records Center.                                                                                               |
|          | n. Agency Quarterly Separation Summary                                                                                                          |        | Temporary. When two years old retire to Records Center. Destroy when ten years old.                                                                     |

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| ITEM NO. | FILES IDENTIFICATION                                                                                                                                                                                                                                                                                              | VOLUME | DISPOSITION INSTRUCTIONS                                                                                                |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-------------------------------------------------------------------------------------------------------------------------|
|          | Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9<br>o. Miscellaneous statistical tables prepared at request of operating offices and other material accumulated in meeting current and future requirements.                                                                                       |        | Temporary. Destroy when five years old or sooner if no longer needed for reference purposes.                            |
| 4.       | MACHINE LISTINGS<br><br>Consists of statistical tabulations as well as rosters of positions and personnel which are prepared by OCS. Frequency of publications vary according to content, use, recurring and special reporting requirements. Filed chronologically by type of report. (Identifying list attached) | 151.0  |                                                                                                                         |
|          | a. OSS alpha listing as well as Jobs 101A-B, 102A-B, 117 (prior to 1962), and 174                                                                                                                                                                                                                                 |        | Permanent. When no longer needed for current reference transfer to Records Center.                                      |
|          | b. Jobs 103, 105F (Dec. copy only), 143, 144A, E, G-I, 190 (discontinued)                                                                                                                                                                                                                                         |        | Permanent. When two years old retire to Records Center.                                                                 |
|          | c. Jobs 113A-I, 144B-D, F, 145A-G, 170, 171A, 175A-F and P-S, 176E-J, 200C-T, 205A-E, 206A-E, 207A-C, and 227A-D.                                                                                                                                                                                                 |        | Temporary. When two years old retire to Records Center. Hold an additional eight years. Destroy when ten years old.     |
|          | d. Jobs 212A-C                                                                                                                                                                                                                                                                                                    |        | Temporary. When five years old retire to Records Center. Hold for an additional five years. Destroy when ten years old. |
|          | e. Jobs 222A-F                                                                                                                                                                                                                                                                                                    |        | Temporary. When two years old retire to Records Center. Hold three additional years. Destroy when five years old.       |
|          | f. Job 960A                                                                                                                                                                                                                                                                                                       |        | Temporary. When one year old retire to Records Center. Hold for an additional four years. Destroy when five years old.  |
|          | g. Jobs 101A-B, 102A-C (after 1961)                                                                                                                                                                                                                                                                               |        | Temporary. Destroy when ten years old.                                                                                  |
|          | h. Job 117 (after 1961), 173A-P, 184C-D, H-J, 221A-C.                                                                                                                                                                                                                                                             |        | Temporary. Destroy when five years old.                                                                                 |
|          | Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9                                                                                                                                                                                                                                                  |        |                                                                                                                         |

| ITEM NO. | FILES IDENTIFICATION                                                                                                                                                                                   | VOLUME | DISPOSITION INSTRUCTIONS                                |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|---------------------------------------------------------|
|          | Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9                                                                                                                                       |        |                                                         |
|          | 1. Job 100 (formerly 108), 110A-J, 112A-M, 114A-C, 120A-I, 121A-D, 140, 148, 150, 151, 153, 154, 155, 156A-C, 157, 158, 172A-F, 176A-D, 152, 177A-O, 188A-B, 238A-E, 239, 240A-I, 241A-F, 242A-D, 249. |        | Temporary. Destroy when three years old.                |
|          | j. Job 105, 105F (other than Dec. copy), 122A, 123, 129A-C, 142A-C, 146A-B, 180A-ZB, 185A, 207D, 217A-F, 219A-B, 226A-D, 250A.                                                                         |        | Temporary. Destroy when two years old.                  |
|          | k. Job 103A-C, G-I, 106A, 107A, 107D, 109, 115, 141A-B, 162, 184A-B, E-G, 191A-B, 200A-B, 208A, 223A-B, 248.                                                                                           |        | Temporary. Destroy when one year old.                   |
|          | l. Job 172E-F, 224A-C, 250B                                                                                                                                                                            |        | Temporary. Destroy when six months old.                 |
|          | m. Job 133A-C.                                                                                                                                                                                         |        | Temporary. Destroy when three months old.               |
|          | n. Job 101G-H, 115A-B, 160A, 161, 161B, 161D, 211A, 214A, 228A-B, 236, 960B-C.                                                                                                                         |        | Temporary. Destroy upon receipt of current listing.     |
| 5.       | CARD FILES                                                                                                                                                                                             |        |                                                         |
|          | a. Forms 642 and 642a, Personnel Locator Cards from which information to be corrected is transferred onto coding sheet and forwarded to OCS.                                                           | .5     | Temporary. Hold two months and destroy.                 |
|          | b. Form 1932, tab card, used in controlling corrections in red line telephone directories.                                                                                                             | .3     | Temporary. Hold one year and destroy.                   |
|          | c. These 3x5 cards reflect LWOP information on Agency employees. Retained for possible reference in compiling statistics.                                                                              | .1     | Temporary. Destroy when three years old.                |
| 6.       | GRAPHIC CHART FILE                                                                                                                                                                                     |        |                                                         |
|          | Annual illustrated graphic publication show-over-all Agency statistical information. Report prepared for D/Personnel. Discontinued Jan. 1969.                                                          | .5     | Permanent. When two years old retire to Records Center. |
|          | Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9                                                                                                                                       |        |                                                         |

| ITEM NO. | FILES IDENTIFICATION                                                                                                                                                                                                                      | VOLUME             | DISPOSITION INSTRUCTIONS                                                          |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-----------------------------------------------------------------------------------|
| 7.       | STAFFING COMPLEMENT CHANGE AUTHORIZATION CONTROL FILE<br><br>Consists of copies of Form 261, Staffing Complement Change Authorization. Filed by office.                                                                                   | 2.0                | Temporary. Destroy when five years old.                                           |
| 8.       | QUALIFICATIONS INVENTORY AND UPDATE FILE<br><br>Forms 444j and 444n are reviewed if any overseas service is noted by employee. If information differs from that reflected in machine listing, correction is forwarded to OCS through TRB. | 1.0                | Temporary. Forward to QAB/OP when no longer needed.                               |
| 9.       | FORM 1150<br><br>Copies of this form, Notification of Personnel Action, are used for daily strength count.                                                                                                                                | 1.0                | Temporary. Destroy when two months old.                                           |
| 10.      | EDITS<br><br>These edits are received every two weeks from OCS reflecting all personnel actions cut.                                                                                                                                      | 7.0                | Temporary. Destroy when one year old.                                             |
| 11.      | HISTORICAL FILE<br><br>Consists of various personnel statistics and other papers which reflect the development of the Agency and which are maintained for historical purposes such as OPC and OSO statistical reports.                    | 6.0                | Permanent. Retire to Records Center when no longer needed for reference purposes. |
| 12.      | COURIER RECEIPT FILE<br><br>Consists of Form 240, Courier Classified Mail Receipt, which is signed by courier at time of pick-up. Filed chronologically.                                                                                  | .1                 | Temporary. Destroy when six months old.                                           |
| 13.      | REFERENCE MATERIAL<br><br>Consists of regulatory issuances, Civil Service material, numerical code books, guides and manuals maintained for reference purposes.                                                                           | 3.0                | Temporary. Destroy when superseded, obsolete, or n                                |
| APPROVED |                                                                                                                                                                                                                                           | 2 May 1962<br>Date |                                                                                   |

MACHINE REPORTS PREPARED FOR  
DISTRIBUTION, REFERENCE, AND/OR RETENTION  
AT VITAL RECORDS AND/OR RECORD CENTER  
As of 30 April 1969

| <u>Schedule</u><br><u>Item No.</u> | <u>Job No.</u> | <u>VR/RC/O*</u> | <u>Description of Report</u>                                                                                                                                                                        |
|------------------------------------|----------------|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4i                                 | 100            | 0               | Formerly report number 108. Reports 100 A and B - Gain and Loss listing by numeric office code showing employee's name, grade, and SD of employee (Civilian and Military). Monthly and pay periods. |
| 4g                                 | 101            | VR/RC           | Reports 101 A thru H - listings and tabulations of separations by occupational groupings, by grade, by career service, by office, and by Agency. Monthly, quarterly, and annually.                  |
| 4g                                 | 102            | RC              | Reports 102 A thru C - listings and tabulations of accessions by grade, by career service, by office, and by Agency. Monthly and quarterly.                                                         |
| 4b                                 | 103            | RC              | Reports 103 A thru F - Agency preliminary strength report by type of employee, by headquarters, by office, by Directorate, and by Agency. Pay periods, monthly, and quarterly.                      |
| 4j                                 | 105            | VR/RC           | Reports 105 A, B, D thru G - Agency combined alphas and by serial numbers showing complete and selected columnar data. Also, alphas for just the clandestine service's personnel only. Monthly.     |
| 4k                                 | 106            | VR              | Reports 106 A and B - Agency (and just the office of Communications) alpha of all staff personnel by headquarters by office. Calendar quarter.                                                      |
| 4k                                 | 107            | VR              | Reports 107 A, B, and D - Date of grade by grade, by career service, and also an alpha by career service-excluding SD-D. Quarterly - May, Aug, Nov, and Feb.                                        |
| 4k                                 | 109            | 0               | Supergrade listing alpha by grade by office. Quarterly - April, July, Oct, and Jan.                                                                                                                 |

(1)

S-E-C-R-E-T

**CONTINUED:**

| <u>Schedule</u><br><u>Item No.</u> | <u>Job No.</u> | <u>VR/RC/O*</u> | <u>Description of Report</u>                                                                                                                                                                                                            |
|------------------------------------|----------------|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4i                                 | 110            | 0               | Report 110 A thru J - Promotion tabulations by grade, by grade groupings, by career service, by Directorate, and by Agency. Monthly and quarterly.                                                                                      |
| 4i                                 | 112            | 0               | Reports 112 A thru F - Projected PSI tabulations by grade, by step, by career service/groups/Agency. Monthly and on request basis.                                                                                                      |
| 4c                                 | 113            | RC              | Reports 113 A, B, C, E, F, G, and I. Grade distribution of staff personnel by office, headquarters, and by Career service.                                                                                                              |
| 4i                                 | 114            | 0               | Reports 114 A and C - Tabulation of Agency personnel assigned to Foreign Field Stations by career service, by country-city code, and by office. Calendar quarter.                                                                       |
| 4k                                 | 115            | VR              | Reports 115 A and B - A monthly and a cumulative listing of name changes to date arranged by old-to-new and new-to-old. Annual (cumulative) and monthly.                                                                                |
| 4h                                 | 117            | RC              | A tabulation by division, by office of on duty strength, and planned incumbency. Monthly.                                                                                                                                               |
| 4i                                 | 120            | 0               | Reports 120 A, B, C, E, F, G, H, and I - Military listings and tabulations reflecting military details assigned to the Agency by service, by office, by cost account number, and by reimbursable dollar amounts. Monthly and quarterly. |
| 4i                                 | 121            | 0               | Reports 121 A thru D - Listings of Agency personnel who are on LWOP, summer only's, and part-timers by alpha and by Office. Monthly.                                                                                                    |
| 4j                                 | 122            | 0               | Reports 122 A and E - Agency date of grade listing by grade by office excluding all the DDP offices with the exception of EUR Div. Quarterly - Jan, April, July, and Oct.                                                               |
| 4j                                 | 123            | 0               | Call-up listing of employees eligible for membership into the Agency Career Service. Semi-annual.                                                                                                                                       |

(2)

**S-E-C-R-E-T**

## CONTINUED:

| <u>Schedule<br/>Item No.</u> | <u>Job No.</u> | <u>VR/RC/O*</u> | <u>Description of Report</u>                                                                                                                                                                                                               |
|------------------------------|----------------|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4j                           | 129            | 0               | Reports 129 A and C - NTE (Not to Exceed) listings. These have been superseded by Job No. 222.                                                                                                                                             |
| 4m                           | 133            | VR              | Reports 133 A, B, and C - Overseas master listings by serial no. by alpha, by location of staff personnel currently on duty, and separate listings of those who have resigned.                                                             |
| 4i                           | 140            | VR              | Reports 140 A, C, D, E, and G - Agency Position Control Registers. Monthly and quarterly.                                                                                                                                                  |
| 4k                           | 141            | 0               | Reports 141 A and B - Inconsistencies in assignments of employees to positions and, also, personnel pending reassignment. Monthly.                                                                                                         |
| 4j                           | 142            | 0               | Reports 142 A, B, and C - Personnel Rank Assignment cases. Monthly. These reports have been replaced by report number 222.                                                                                                                 |
| 4b                           | 143            | RC              | Organizational code listings. Monthly.                                                                                                                                                                                                     |
| 4b                           | 144            | RC              | Reports 144 A thru I - Grade Tabulations of positions and employees reflecting average and earned salary. Tabulations are by Agency, Directorate, Office, Career Service, and by occupational code. Monthly, quarterly, and semi-annually. |
| 4c                           | 145            | RC              | Reports 145 A thru G - Tabulations of planned incumbency by grade, office, headquarters, and by career service. Monthly.                                                                                                                   |
| 4j                           | 146            | 0               | Reports 146 A and B - Position data tabulated to reflect the activity/category/sub-category of each position by office and by Agency. This data is based on the Manpower Analysis Numbering System (MANS). On request.                     |
| 4i                           | 148            | 0               | Supergrade and "00" grades by position by office. Monthly.                                                                                                                                                                                 |
| 4i                           | 150            | 0               | Security-in-process tabulation by civilian/military by headquarters by office. Monthly.                                                                                                                                                    |
| 4i                           | 151            | 0               | Alpha listing of security-in-process cases. Monthly.                                                                                                                                                                                       |

## CONTINUED:

| <u>Schedule<br/>Item No.</u> | <u>Job No.</u> | <u>VR/RC/O*</u> | <u>Description of Report</u>                                                                                                                                                                                            |
|------------------------------|----------------|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4j                           | 152            | 0               | Recruitment requirement listing by occupational code by office. Monthly.                                                                                                                                                |
| 4i                           | 153            | 0               | Tabulation of cancellations by type of applicant by type of clearance. Monthly.                                                                                                                                         |
| 4i                           | 154            | 0               | Alpha listing of initiations, cancellations, and EOD's by office. Monthly.                                                                                                                                              |
| 4i                           | 155            | 0               | Alpha listing of security cancellations. Monthly.                                                                                                                                                                       |
| 4i                           | 156            | 0               | Reports 156 A thru C - Grade distribution of applicants in process, initiations, and cancellations. Monthly.                                                                                                            |
| 4i                           | 157            | 0               | Initiations, cancellations, and accessions by recruitment source. Monthly.                                                                                                                                              |
| 4i                           | 158            | 0               | Invitee Travel listing by type of invitee and by office. On request basis.                                                                                                                                              |
| 4n                           | 160            | VR              | Reports 160 A thru K - Qualifications registers and related reports. Monthly, quarterly, and semi-annually.                                                                                                             |
| 4n                           | 161            | VR              | Reports 161 A thru F - Language rosters alpha by language, language by alpha, language by career service, delinquent cases, and disclaimers. Semi-annual.                                                               |
| 4k                           | 162            | 0               | Tabulation of Female employees. On request basis.                                                                                                                                                                       |
| 4c                           | 170            | RC              | Consultant listing alpha by office/Agency. Annually (June). Discontinued as a machine report and is now done manually.                                                                                                  |
| 4c                           | 171            | VR/RC           | Staff Agent listing alpha by office. Monthly.                                                                                                                                                                           |
| 4i                           | 172            | 0               | Reports 172 A thru F - Gain and Loss listings by career service and by selected grade breaks, showing accessions, promotions, separations, and reassignments in and out of a career service. Monthly and semi-annually. |

(4)

S-E-C-R-E-T

CONTINUED:

| <u>Schedule<br/>Item No.</u> | <u>Job No.</u> | <u>VR/RC/O*</u> | <u>Description of Reports</u>                                                                                                                                         |
|------------------------------|----------------|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4h                           | 173            | O               | Reports A thru P - Alpha and alpha by office listings of employees reaching their 10, 15, 20, and 25 years of Agency service. Annually.                               |
| 4a                           | 174            | RC              | Tabulation by Directorates/Agency by sex and by veterans preference. Annually (December).                                                                             |
| 4c                           | 175            | RC              | Reports 175 A thru T - Age and grade distribution by age, by grade, by career service, by career service groupings, by Agency, by male, and by female. Semi-annually. |
| 4c                           | 176            | RC              | Reports 176 A thru T - Promotion listings and tabulations by career service by career service groups/Agency. Semi-annually.                                           |
| 4i                           | 177            | O               | Reports 177 A thru O - Retirement listings by office of those employees who will be eligible to retire under 60/30 or 62/5. Annually.                                 |
| 4j                           | 180            | VR              | Reports 180 A thru ZB - Career Trainee listings and tabulations by office by career service by Directorate by Agency. Semi-annually.                                  |
| 4h                           | 184            | O               | Reports 184 A thru J - Fitness report call-up listings and tabulations. Monthly, semi-annually, and annually (Nov.).                                                  |
| 4j                           | 185            | VR              | Report 185 A - Occupational code listing reflecting occupational codes and titles. Quarterly.                                                                         |
| 4i                           | 188            | O               | Reports 188 A thru D - Tabulations reflecting changes in employee service designations. Monthly.                                                                      |
| 4b                           | 190            | RC              | Reports 190 A thru E - Average Salary control report by grandfather career services. Report has been discontinued. Monthly.                                           |
| 4k                           | 191            | O               | Reports 191 A and B - Agency Detailed Personnel services report by division and by office. On request basis.                                                          |

(5)

S-E-C-R-E-T



CONTINUED:

| <u>Schedule<br/>Item No.</u> | <u>Job No.</u> | <u>VR/RC/O*</u> | <u>Description of Report</u>                                                                                                                                                                                                                                              |
|------------------------------|----------------|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4c                           | 200            | RC              | Reports 200 A thru U - listings pertaining to the CIA R&D System. Monthly.                                                                                                                                                                                                |
| 4c                           | 205            | RC              | Reports 205 A thru E - Manpower study consisting of tabulations comparing the strength relationship of positions and incumbents based on the sub-category. Tabulations are by quarterly comparisons by office, by Directorate, by Agency, and by sub-category. Quarterly. |
| 4c                           | 206            | RC              | Reports 206 A thru G - Manpower study which reflects the assignment of employees by their sub-category, showing the number of matched and unmatched assignments by office, by Directorate, by Agency, and by sub-category. Monthly.                                       |
| 4c                           | 207            | RC              | Reports 207 A thru D - Tabulations of positions and personnel by schedule/grade by SD/SD Groups/Agency and by sub-category. Monthly.                                                                                                                                      |
| 4k                           | 208            | O               | Report 208 A - Listing of secretarial series and clerk steno personnel (GS-06 thru GS-09) assigned with a fitness rating of strong or outstanding by office by Career Service by Fitness rating by grade. Monthly.                                                        |
| 4n                           | 211            | O               | Reports 211 A and B - Occupational code master listing by occupational code and a listing reflecting changes in occupational codes and titles by form 261. Monthly.                                                                                                       |
| 4d                           | 212            | RC              | Reports 212 A thru C - Tabulation of accessions, separations, and promotions by office/SD/Agency by month (cumulative). Monthly.                                                                                                                                          |
| 4n                           | 214            | O               | Report 214 A - Station code listing reflecting country-city codes and the clear text of the codes. Monthly.                                                                                                                                                               |
| 4j                           | 217            | O               | Reports 217 A thru F - Tabulations of positions and incumbents/non-staffing personnel/personnel pending reassignment/personnel assigned to the development complement/by positions grade by schedule by occupational code by sub-category and by SD. On request basis.    |

CONTINUED:

| <u>Schedule<br/>Item No.</u> | <u>Job No.</u> | <u>VR/RC/O*</u> | <u>Description of Report</u>                                                                                                                                                          |
|------------------------------|----------------|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4j                           | 219            | 0               | Reports 219 A and B - Retirement projection listing by year by retirement group by SD/Agency. Annually.                                                                               |
| 4i                           | 221            | 0               | Reports 221 A thru C - Tabulation of Security in process study of accessions, cancellations, in-process by office by Agency by Agency group by sub-category. Monthly.                 |
| 4e                           | 222            | RC              | Reports 222 A thru F - Not - To - Exceed (NTE) listing alpha by grade by schedule by SD/office/NTE category. Monthly.                                                                 |
| 4(1)                         | 224            | 0               | Reports 224 A thru C - Personal History Statement Listings: Delinquent; call-up; and, error listing. Quarterly.                                                                       |
| 4c                           | 227            | RC              | Reports 227 A thru D - Tabulations of Agency on duty personnel by sex by age groups by year of LCD by sub-category, showing educational levels and language capabilities. Quarterly.  |
| 4n                           | 228            | VR              | Report 228 A - Language proficiency report alpha by category by language by office. Quarterly.                                                                                        |
| 4n                           | 236            | VR              | Report 236 A thru D - Listings the names of employees whose qualification source, specialty, and functional codes are undetermined. Annually.                                         |
| 4i                           | 238            | 0               | Reports 238 A thru H - Tabulations of separations arranged by occupational code by sub-category code by office/directorate/SD/Agency. Monthly and Quarterly.                          |
| 4i                           | 239            | 0               | Reports 239 A thru D - Listings arranged alpha by old schedule group by old sub-category by new sub-category code by office/directorate/career service/Agency. Monthly and quarterly. |
| 4i                           | 240            | 0               | Reports 240 A thru I - Listings of accessions initiations, and cancellations by office/directorate/Agency and listed cumulative monthly. Monthly.                                     |

(7)

S-E-C-R-E-T

CONTINUED:

| <u>Schedule<br/>Item No.</u> | <u>Job No.</u> | <u>VR/RC/O*</u> | <u>Description of Report</u>                                                                                                                                                                             |
|------------------------------|----------------|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4i                           | 241            | 0               | Reports 241 A thru F - Listings reflecting the re-assignments in and out of an office/directorate/career service. Monthly.                                                                               |
| 4i                           | 242            | 0               | Reports 242 A thru D - Listings of promotions alpha by new grade by new occupational code by new sub-category code by office/directorate/Agency/career service. Monthly.                                 |
| 4k                           | 248            | 0               | Report 248 - Alpha by grade (GS and non-GS) by career service showing their college degree, Major, college, year degree received, and the AA item for each employee in the Qualification System. Annual. |
| 4i                           | 249            | 0               | Reports 249 A, B, and C - Listings and tabulations by grade by schedule by sex code by office/Agency of all strength count civilians who have a sex code of 3 through 8. Annually. (June 30).            |
| 4(1)                         | 250            | 0               | Reports 250 A and B - A Combined Agency Alpha Date listing of all strength and non-strength civilian and military personnel. Quarterly.                                                                  |
| 4f                           | 960            | VR/RC           | Reports 960 A thru D - Agency Personnel Emergency and Locator listings. Bi-weekly, monthly, and quarterly.                                                                                               |

\*VR = Indicates that the report is sent to Vital Records.

RC = Indicates that the report is sent to Record Center.

VR/RC = Indicates that the report is sent to both depositories.

0 = Indicates Office Retention Only.

21 June 1968

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT : Records Control Schedule 40-68 for Transactions  
and Records Branch/Control Division, Office  
of Personnel

RESCINDS : Records Control Schedule 40-64, Same Office

1. Transmitted herewith is revised Records Control Schedule  
for the Transactions and Records Branch/Control Division, Office  
of Personnel. *(21 June 1968)*

2. This schedule was rewritten in order to reflect current  
functions of the branch and change disposition instructions for  
several items. At this time it is not felt that terminated of-  
ficial personnel folders can be held by the branch for a period  
longer than six months prior to forwarding to the Records Center.

3. Your approval of this schedule will be appreciated.

ST  

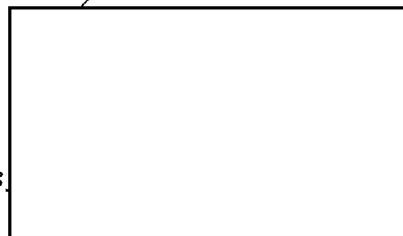

RAO/OP

Attachment:  
RCS 40-68 for  
TRB/CD/OP

*Copy to Rec Ctr.  
also see  
VIB's memo to  
Joan D. dtd July 1968  
in background file  
RD 7/10/68*

APPROVED:

CIA Records Administration Officer



ST  
*7 July 1968*  
Date

## RECORDS CONTROL SCHEDULE

SCHEDULE NO.  
40-68

CONFERENCE

OFFICE, DIVISION, BRANCH

Office of Personnel, Control Division/Transactions & Records  
Branch

Chief, OP/CD/TRB

| ITEM NO. | FILES IDENTIFICATION<br>(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)                                                                                                                                                                                                                                   | VOLUME<br>(CUBIC FT.) | DISPOSITION INSTRUCTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.       | <b>BRANCH SUBJECT FILES</b><br><br>Consists of correspondence and procedures dealing with salary, pay adjustments, personnel processing, service computation, hiring of certain categories of personnel, monthly reports, and other material accumulated in the over-all administration of the branch.           | 3.5                   | Temporary. Screen periodically. Destroy material no longer needed. Retain remainder in immediate work area.                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 2.       | <b>FITNESS REPORT MACHINE LISTING</b><br><br>Job 184 reflects information regarding fitness reports. Information includes individual's name, serial number, DOB, SD, occupation, grade, office of assignment, type of report due, etc. Arranged by office of assignment, grade thereunder. Monthly.<br>(1967 - ) | 2.5                   | Temporary. Destroy when six months old.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 3.       | <b>OFFICIAL PERSONNEL FOLDERS</b><br><br>a. Consists of official personnel folders containing papers which completely document the service of an employee - staff employees, consultants, and part-time employees paid on a "when actually employed" basis. Filed alphabetically.                                | 983.0                 | Temporary. Upon separation, screen and destroy duplicate documents and place in inactive file. Hold for six months and retire to Agency Records Center after screening each file for that portion documenting prior Federal service which will be transferred to National Personnel Records Center along with a notation regarding individual's Agency employment unless individual has transferred to another Government agency and that Agency has requested the individual's file. The CIA portion of the file will then be forwarded to the Agency Records Center and destroyed 75 |

ILLEGIB

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| ITEM NO. | FILES IDENTIFICATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | VOLUME | DISPOSITION INSTRUCTIONS                                                                                                                                                                                                 |
|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|          | Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9                                                                                                                                                                                                                                                                                                                                                                                                                                                       |        |                                                                                                                                                                                                                          |
|          | b. Consists of official folders containing papers which document the employment of native personnel by FBIS. Folder includes application for employment, employee agreement, anti-strike affidavit, and personnel actions. Filed by Bureau and alphabetically thereunder.                                                                                                                                                                                                                                              |        | years after birth of employee or 60 years after date of earliest document in the folder if date of birth cannot be ascertained, provided employee has been separated or retired for at least five years.                 |
| 4.       | LOCATOR FILE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 9.0    | Temporary. Upon termination of individual's employment, place in inactive file and retire in entirety to Agency Records Center upon accumulation of one foot or more. Retain for same period as prescribed in "a" above. |
|          | a. Strip file on all retired official personnel files. Strip contains name, DOB, employee serial no., Records Center job and box number. Used for recalling OFF. Filed alphabetically.                                                                                                                                                                                                                                                                                                                                 | .1     | Temporary. Retain in immediate work area until file is no longer at Records Center; then destroy.                                                                                                                        |
|          | b. Consists of wheeldex cards maintained on Agency employees past and present containing name of employee, office of assignment, blocking information, etc. Used as reference to PI records and as a guide in answering inquiries of credit reference, salary, etc. Color of card indicates amount of information which may be divulged. Filed alphabetically by name.                                                                                                                                                 | 4.2    | Temporary. Retain in immediate work area for reference purposes until no longer needed; then destroy.                                                                                                                    |
| 5.       | SERVICE RECORD CARD FILE (SF-7)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 22.0   | Temporary. Upon termination of individual, transfer to inactive file. Retain in immediate work area until no longer needed; then destroy.                                                                                |
|          | Consists of copies of SF-7, Service Record Card, maintained on each staff employee, staff agent, and consultant. File provides picture of over-all organizational segment and shows such information as location of employee, vacancies, pending actions, and names of incumbents of positions. File also provides a summarized record of the employee's service. Service record cards on staff employees and staff agents maintained organizationally; service record cards on consultants maintained alphabetically. |        |                                                                                                                                                                                                                          |
|          | Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9                                                                                                                                                                                                                                                                                                                                                                                                                                                       |        |                                                                                                                                                                                                                          |

| ITEM NO.                                                         | FILES IDENTIFICATION                                                                                                                                                                                                                                              | VOLUME | DISPOSITION INSTRUCTIONS                                                                                                                                             |
|------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9 |                                                                                                                                                                                                                                                                   |        |                                                                                                                                                                      |
| 6.                                                               | EMPLOYEE INQUIRY AND ACTION FILE                                                                                                                                                                                                                                  |        |                                                                                                                                                                      |
|                                                                  | Consists of Form 81, Record of Inquiry and Date Released, containing a record of information on employees furnished in response to inquiries directed to the Agency. Filed alphabetically.                                                                        | .5     | Temporary. Upon termination of individual, transfer to inactive file and continue to retain in immediate work area for five years. At the end of that time, destroy. |
| 7.                                                               | COVER MEMORANDA FILE                                                                                                                                                                                                                                              |        |                                                                                                                                                                      |
|                                                                  | Consists of cover memoranda used as reference in acknowledging inquiries on employees - past and present. Filed alphabetically.                                                                                                                                   | 5.0    | Temporary. Destroy when no longer needed for reference purposes.                                                                                                     |
| 8.                                                               | "NO RECORD" FILE                                                                                                                                                                                                                                                  |        |                                                                                                                                                                      |
|                                                                  | "No Record" correspondence is maintained as reference on inquiries received on individuals on whom we have "no record." Filed alphabetically.                                                                                                                     | 1.0    | Temporary. Cut off each year. Destroy one year thereafter.                                                                                                           |
| 9.                                                               | PERIODIC STEP INCREASE SUSPENSE FILE                                                                                                                                                                                                                              |        |                                                                                                                                                                      |
|                                                                  | a. Consists of Form 560e, Notification of Pay Change, which has been preprinted with name of employee, organizational assignment, and effective date of PSI.                                                                                                      | .2     | Temporary. Release to Office of Finance one week prior to effective date of PSI.                                                                                     |
|                                                                  | b. Consists of machine listing showing names of all individuals by organization due for PSI. This listing accompanies Forms 560e.                                                                                                                                 | .5     | Temporary. Hold six months and destroy.                                                                                                                              |
| 10.                                                              | PERSONNEL ACTION FILE                                                                                                                                                                                                                                             |        |                                                                                                                                                                      |
|                                                                  | a. Consists of lists used to transmit copies of Form 1150, Notification of Personnel Action, to Office of Finance. File is in two parts - one consisting of retained copies of the transmittals and the other containing the returned signed copies.<br>(1967 - ) | .1     | Temporary. Destroy when three months old.                                                                                                                            |
|                                                                  | b. Consists of copies of all Forms 1150.                                                                                                                                                                                                                          | 1.0    | Temporary. Hold two months and destroy.                                                                                                                              |
|                                                                  | c. Consists of copies of all Forms 1152a, Multiple Request for Personnel Action                                                                                                                                                                                   | .3     | Temporary. Hold six months and destroy.                                                                                                                              |
| Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9 |                                                                                                                                                                                                                                                                   |        |                                                                                                                                                                      |



| ITEM NO. | FILES IDENTIFICATION                                                                                                                                                                            | VOLUME | DISPOSITION INSTRUCTIONS                                                                                                                                       |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
|          | Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9                                                                                                                                |        |                                                                                                                                                                |
|          | d. Jobs 100F and 100G - machine listings of all regular personnel transactions (form 1152) and short form transactions (form 1152a) processed.<br>(1967 - )                                     | 1.0    | Temporary. Retain six months and destroy.                                                                                                                      |
| 11.      | PROGRAM TAPES                                                                                                                                                                                   |        |                                                                                                                                                                |
|          | These tapes reflect type of action and data needed for computer. These are used in cutting all forms 1150.                                                                                      | .8     | Temporary. Destroy when replaced by new tape.                                                                                                                  |
| 12.      | SERIAL NUMBER LISTINGS                                                                                                                                                                          |        |                                                                                                                                                                |
|          | Consists of listings of EODs containing name of employee, serial number, EOD data, office of assignment, grade, salary, funds, etc.<br>(1967 - )                                                | .5     | Temporary. Cut off end of each year. Destroy one year thereafter.                                                                                              |
| 13.      | COURIER RECEIPTS                                                                                                                                                                                |        |                                                                                                                                                                |
|          | Consists of Form 240, Courier Receipt and Log Record, used to record receipt and dispatch of classified mail.                                                                                   | .1     | Temporary. Destroy when three months old.                                                                                                                      |
| 14.      | REFERENCE MATERIAL                                                                                                                                                                              |        |                                                                                                                                                                |
|          | Consists of Agency regulatory issuances, FPMs, salary tables, machine listings (combined alpha., name changes, and others) as well as miscellaneous material used for background and reference. | 10.0   | Temporary. Destroy when revised, obsolete, or no longer needed except machine listings which will be returned to Chief, SRE/OP when replaced with new listing. |
|          |                                                                                                                                                                                                 | 1043.2 |                                                                                                                                                                |
|          | Approved For Release 2005/11/21 : CIA-RDP78-00487A000100300001-9                                                                                                                                |        |                                                                                                                                                                |